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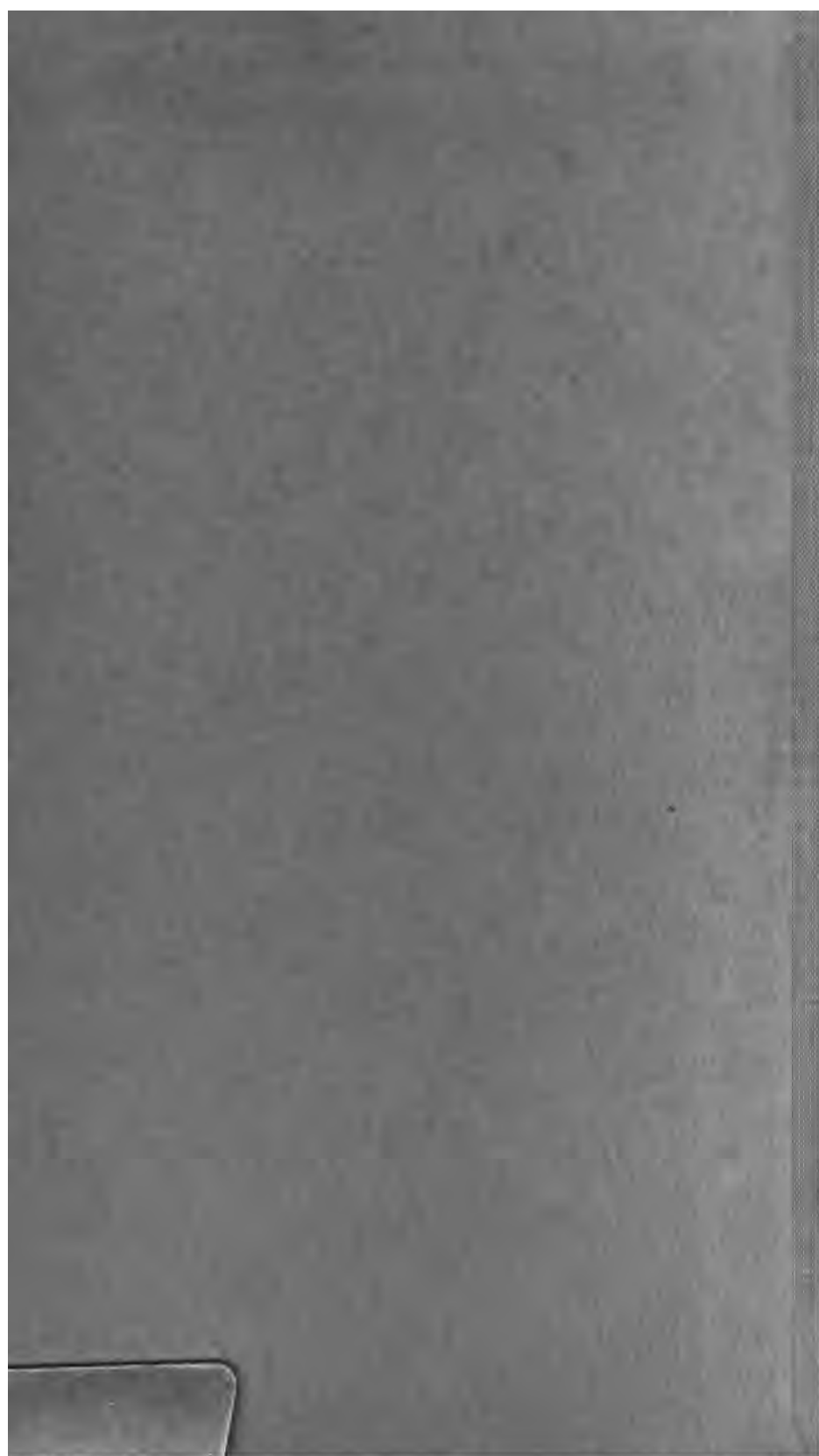
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Proposed Reclassification Act

WITH

INTRODUCTORY STATEMENT



PREPARED UNDER THE DIRECTION OF THE
COMMITTEE ON REFORM IN THE CIVIL SERVICE
HOUSE OF REPRESENTATIVES



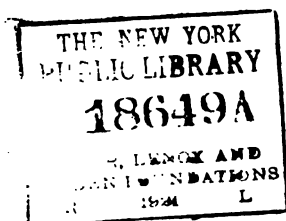
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INTRODUCTORY STATEMENT.

On March 12, 1920, the Congressional Joint Commission on Reclassification of Salaries submitted its report to Congress. This report was referred by the Speaker to the House Committee on Reform in the Civil Service.

FINDINGS OF THE COMMISSION.

The commission made a careful analysis of the unfavorable conditions in the Government service. The principal findings in the analysis were:

- (1) Lack of uniformity in entrance salaries, in pay for the same class of work, and in pay scales as between departments, particularly between war-expanded departments and other departments.
- (2) Increase in inequalities as a result of the present bonus system.
- (3) Failure of pay rates to keep pace with the increase in the cost of living.
- (4) Lack of standards in fixing pay, in relating pay to work performed, and in determining the titles of positions.
- (5) Large number of unnecessary titles.
- (6) The defects of unrestricted lump-sum appropriations on the one hand and of the rigid system of statutory appropriations on the other.
- (7) Absence of a uniform plan for pay increases within classes and for promotion from class to class.
- (8) Absence of uniform regulations and practices governing working hours, sick leave, housing and other welfare matters, safety, probation, training, testing of efficiency, and transfers.

The Commission pointed out that the general effect of these injustices and inequalities is impaired morale, excessive turnover, waste and inefficiency, and a condition of employment unattractive to a desirable type of technical employees.

RECOMMENDATIONS OF THE COMMISSION.

To correct these conditions the commission proposed a reclassification statute, including a classification of positions in the service in the District of Columbia (excepting the navy yard and postal service) and schedules of compensation. The bill also includes the

following civil service and welfare provisions: Periodical increases shall be based on efficiency records prescribed by the Civil Service Commission and rated by department heads. Promotions, so far as possible, shall be on the basis of competitive promotional examinations. Congress shall prescribe minimum working hours and uniform overtime, compensation for hourly rate employees, night work, leave of absence, and sick leave. The Civil Service Commission shall determine whether or not an employee has satisfactorily passed a probationary period. Employees who fall below a proper standard of efficiency shall be demoted, dismissed, or pensioned. An advisory council shall be created, consisting of an equal number of representatives of administrative officers and employees, to advise the Civil Service Commission on personnel problems, to hear appeals and complaints, and to consider measures of welfare and wages; and similar subsidiary councils shall be established in the several departments and bureaus.

As to the adoption and control of classification, the commission recommended that Congress adopt the detailed classification and salary rates attached to the report and authorize the Civil Service Commission to take over and maintain records of the commission and to allocate individual positions in accordance with the classification; and that Congress adjust salaries in accordance with this classification and allocation. It further recommended that the administration of the classification be delegated by law to the Civil Service Commission, which will make recommendations to Congress regarding proposed changes and additions. In some cases these recommendations are to apply until acted on by Congress. All estimates are to be made in accordance with the new classification upon certification by the Civil Service Commission that they are in conformity with the classification schedules. Appointments are to be made at the minimum rate prescribed in the classification.

ACTION ON REPORT OF COMMISSION.

In acting upon the classification report, the chairman of the Committee on Reform in the Civil Service of the House of Representatives employed a special adviser and called upon various members of the detailed reclassification staff and on other representatives of the departments to assist him in making an analysis of the report and a redraft of the proposed bill.

This work has been done in a spirit of entire appreciation of the soundness of the fundamental principles of the report of the commission and of the excellent work done by the staff and detailed staff and the advisory committee attached to the commission. The report of the commission and its supporting studies and statistics have been the basis for the redraft which follows. It would have

been quite impossible in the time and with the resources available to build otherwise than upon the foundations laid by the Reclassification Commission.

BASIS FOR REDRAFT OF SCHEDULES.

While the underlying principles followed by the commission have met with almost unanimous approval, it is generally conceded that the bill and schedules require modifications if they are to receive favorable attention at the approaching short session of Congress. The bill is too comprehensive. The act creating the joint commission authorized the commission to prepare a plan of uniform and equitable pay, but not a general plan for the reorganization of the civil service and the welfare of employees. The bill was not drafted with regard to the appropriation machinery of Congress or to the proposed budget plan. The schedules are too long and too detailed for incorporation in an act of Congress. They would be a source of embarrassment to Congress, to department and bureau heads, and to the employees if fixed in law in such detail. The plan to vest in the Civil Service Commission the entire control of the new classification, carrying with it the power to distribute large lump sums for increases, is not one which is likely to commend itself to Congress.

It has been the object of this redraft to restrict the bill to reclassification, to simplify and consolidate schedules, and to make them effective by methods adapted to the appropriation machinery of Congress.

As a basis for the redrafted schedules, a study has been made of the working materials and cost statistics of the Reclassification Commission. In general, it has been found that the commission followed a sound and conservative policy as to salaries. Prevailing rates and salaries have been verified, and wherever errors have been found these have been corrected. While the commission made studies of the cost of living, the family minimum budget was not used to determine salaries and the individual minimum was used only as a guide for purposes of approximation. The present and anticipated decreases in the cost of living therefore do not invalidate the general average of rates proposed by the commission and verified by us. It may be said that the compensation proposed for the majority of positions in the redrafted schedules is still somewhat below comfortable living standards and the standards of the most progressive private employers and local governments.

COST OF SALARY ADJUSTMENTS.

The Reclassification Commission estimated that over and above present pay and bonus the increased appropriation to make their schedules effective would be between 8½ and 10 per cent. This was on

the assumption that adjustments in salaries in the case of underpaid employees would be not merely to the minimum salary of the proper grade, but to that higher rate in the grade to which the employee might be entitled as the result of length of service. We have analyzed part of the Reclassification Commission's figures. They are based upon tentative allocation of the duties cards collected by the commission. The commission did not have the funds or the staff to make the critical field studies of organization and individual duties on which absolutely accurate records must be based. In addition, the commission recommended no rates for a number of the higher positions and, therefore, as to such positions had no exact guide as to increased cost. The commission seems to have been generous in its allocation, but has underestimated the number of employees who would be immediately increased to the top of their appropriate grade. Probably the total increase under the commission's plan would be nearer 12 per cent than 10 per cent, but it would certainly not exceed 12 per cent.

In view of the fact that critical studies of the reorganization of Government establishments are projected, and that such reorganization would undoubtedly reduce the numbers of employees and produce considerable saving in personnel, it has seemed essential to devise a plan which will not involve too large an immediate increase, and which will look toward providing for further increased compensation for necessary personnel out of savings through consolidation and abolition of unnecessary positions.

We have therefore recommended in the redrafted bill that the immediate adjustments be made only to the proper minimum salary rate, excepting only the highest technical and administrative positions. We have also recommended omitting teachers in the District of Columbia from the classification. We have estimated that the increase in appropriations will thus be reduced to approximately 8 per cent.

ACKNOWLEDGMENT.

The detailed work of revision has devolved largely on Mr. Robert Moses, who has been employed as special adviser on reclassification. Acknowledgment is made of the valuable service rendered by Mr. Lewis Meriam, of the Institute of Government Research, and by Lieut. Col. Frederick W. Albert, who have acted as principal assistants to Mr. Moses, and by the members of the Reclassification Commission's detailed staff and administrative officers, who have placed the experience gained with the Reclassification Commission at our disposal.

A BILL To provide for the classification of civilian positions within the District of Columbia and in the field services.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this act may be cited as "the classification act of 1920."

SEC. 2. That the term "Classification of 1920" means the schedules of positions, grades, and salaries, as contained in section 12 of this act.

The term "civil-service act" means the act entitled "An act to regulate and improve the civil service of the United States," approved January 16, 1883, and all acts amendatory thereof and supplemental thereto, and all rules and regulations established thereunder.

The term "department" means an executive department of the United States Government; a governmental establishment in the executive branch of the United States Government which is not a part of an executive department; the municipal government of the District of Columbia; the Botanic Gardens, Library of Congress, Library Buildings and Grounds; and the Smithsonian Institution.

The term "the head of the department" means the officer or group of officers in a department the incumbents of which are not subordinate or responsible to any other officer of the department.

The term "position" means a specific civilian office or employment, whether occupied or vacant, in a department, other than offices or employments in the postal service or the navy yards, and teachers under the board of education of the District of Columbia.

The term "employee" means any person temporarily or permanently in a position.

The term "service" means the broadest division of related offices and employments.

The term "group" means a subdivision of a service established for the purpose of distinguishing the work or duties generally performed in the same profession, vocation, trade, or calling.

The term "grade" means a subdivision of a group including one or more positions for which approximately the same qualifications, duties, and compensation are prescribed, the distinction between grades being based upon differences in the importance, difficulty, responsibility, and value of the work.

The term "compensation" means any salary, wage, fee, allowance, or other emolument paid to an employee for service in a position.

SEC. 3. That the grade of every position shall be designated and the rate of compensation of each employee shall be fixed in accordance with the classification of 1920 in the manner hereinafter provided: *Provided*, That the specifications of duties for a position or grade shall not affect (1) the power of the head of the department to control and direct, within the specified duties of a grade or related duties, the work of an employee under his direction or control, or (2) the specific supervisory powers or duties prescribed by statute for an employee within any grade: *And provided further*, That nothing herein contained shall be construed to affect or impair any right, privilege, or preference in relation to any position conferred in accordance with law upon persons in

or retired or honorably discharged from the military, marine, or naval service, or their wives, widows, or children.

SEC. 4. That the classification of 1920 shall include only civilian employees in the departments within the District of Columbia.

The head of each department shall allocate all positions in his department in the District of Columbia, appropriated for in the acts making appropriations for the fiscal year ending June 30, 1922, and shall fix the title and rate of compensation of each employee thereunder, in accordance with the classification of 1920, and the rules prescribed in section 5 herein. Such allocations and rates of compensation shall become effective upon their approval by the Secretary of the Treasury, and the Secretary of the Treasury is hereby authorized to expend during the fiscal year ending June 30, 1922, from such money as may be specifically appropriated for this purpose such sums as may be required to pay the rates of compensation so fixed for employees provided for in the several appropriations for said fiscal year in the event that the amounts appropriated are insufficient to pay such rates of compensation.

The Secretary of the Treasury shall make a report to Congress at the beginning of the first session after March 4, 1921, on a classification of field services which shall follow the principles and rules of the classification of 1920 in so far as these are applicable to the field services. This report shall include a list prepared by the head of each department allocating all of the field positions in his department appropriated for in the acts making appropriations for the fiscal year ending June 30, 1922, and designating the proposed title and rate of compensation of each employee thereunder, in accordance with the proposed field classification and the rules prescribed in section 5 herein. The Secretary of the Treasury is authorized to employ necessary assistants and the various department heads shall detail officers and employees at the request of the Secretary of the Treasury for the prosecution of this work.

SEC. 5. That in determining the compensation to be established for the several employees the following rules shall govern:

1. In computing the existing compensation of an employee, any bonus which the employee receives shall be included.

2. If the employee is receiving compensation less than the minimum salary of the grade in which his duties fall, the compensation shall be increased to that minimum rate, unless the classification specifically provides that positions may be filled at a higher rate.

3. If the employee is receiving compensation within the range of salary prescribed for the appropriate grade, no change shall be made in the existing compensation.

4. If the employee is receiving compensation in excess of the maximum salary rate of the appropriate grade, no change shall be made in the existing compensation, but the title of the appropriate grade shall be established.

5. All vacant or new positions shall be filled at the minimum rate of the appropriate grade, unless the classification specifically provides that they may be filled at a higher rate.

6. In determining the rate of compensation which an employee shall receive the principle of equal compensation for equal work irrespective of sex shall be followed.

7. In the case of the grades, specifically designated in the classification, exceptional supervisory, or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum.

SEC. 6. That whenever after June 30, 1921, the creation of new positions in the departments in the District of Columbia is made necessary under law, and an *appropriation is made* therefor, such positions shall be classified by the depart-

ment head, with the approval of the Secretary of the Treasury, so far as possible within the existing grades; but if any additional grades are necessary as a result thereof, the Secretary of the Treasury may by order establish such additional grades and classify therein such new positions, and shall prescribe the titles, duties, and rates of compensation for such additional grades; such rates of compensation shall bear a proper relation to the rates of compensation prescribed for existing grades reasonably comparable therewith as to qualifications and duties. Such orders shall be transmitted by the Secretary of the Treasury as soon as practicable to both Houses of Congress, and shall be in full force and effect until and except as altered, amended, or repealed by law.

SEC. 7. That the Civil Service Commission shall make rules and regulations consistent with the civil service act to determine eligibility for appointment and promotion in accordance with the classification of 1920. Such rules and regulations shall fix the qualifications with respect to the training and experience necessary for such eligibility, which qualifications in so far as practicable shall be uniform for all similar grades of classified positions.

SEC. 8. That the Civil Service Commission, after consultation with the heads of departments, shall establish uniform systems of efficiency rating, which shall set forth (1) the standard of efficiency which must be maintained by employees within the same grade to whom the same rate of compensation is paid and below which no employee may fall without being paid such lower rate of compensation prescribed for such grade to which his efficiency rating entitled him; and (2) the higher standard of efficiency of an employee which, in the judgment of the commission, will entitle him to receive annually compensation at the next higher rate or the second higher rate prescribed for the grade in which his position is placed; (3) the standard of efficiency for a grade below which no employee may fall without being dismissed for inefficiency.

The head of the department shall rate, in accordance with such systems, the efficiency of each employee under his control or direction. Such current ratings for each grade shall be open to inspection by the representatives of the Civil Service Commission and by the employees of the department under conditions to be determined by the Civil Service Commission after consultation with the department heads.

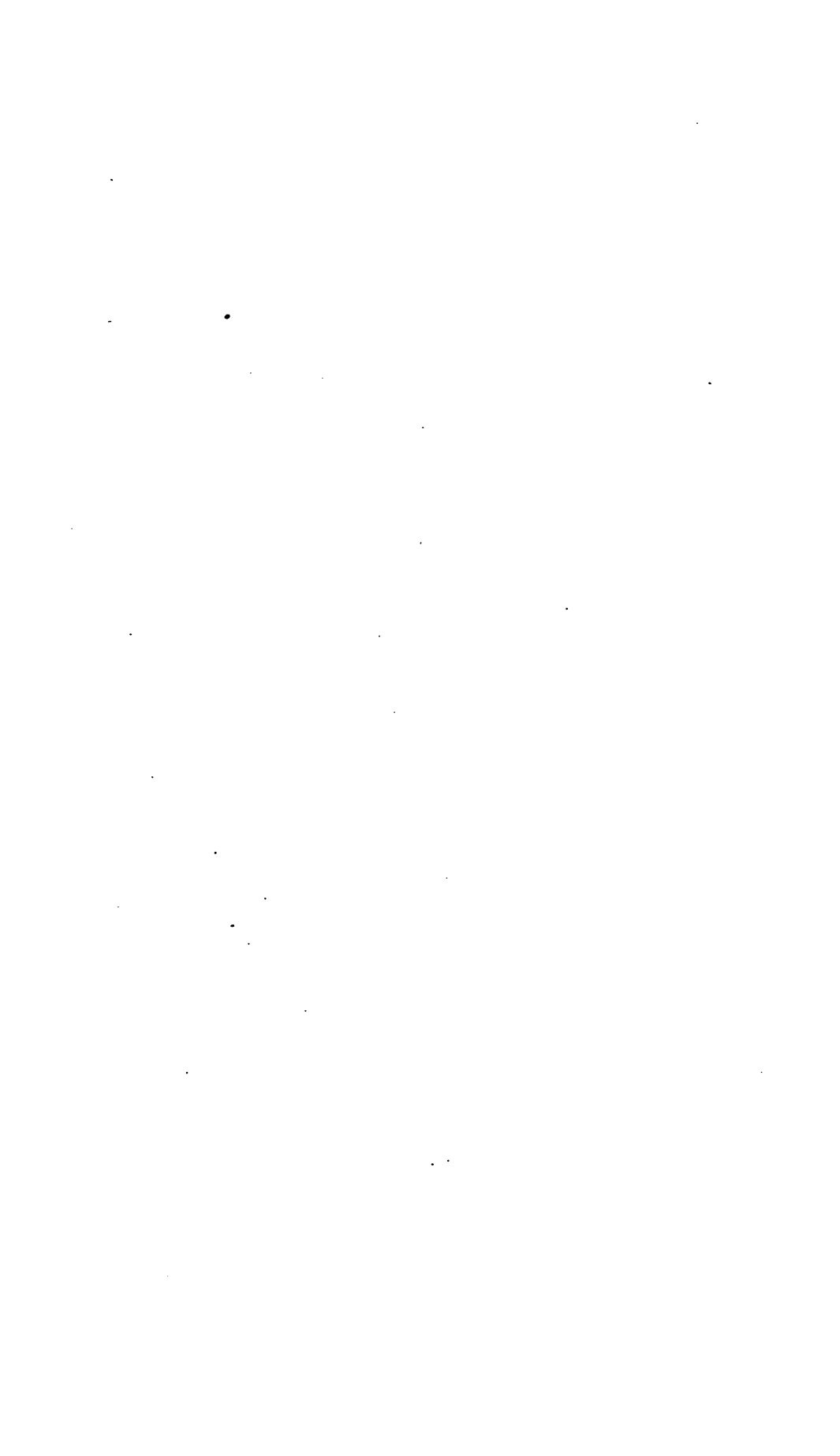
The Civil Service Commission may require that one copy of such current ratings shall be transmitted to and kept on file with the commission.

SEC. 9. That subject to such rules and regulations as the President may from time to time prescribe, an employee may be transferred from a position in one grade to a vacant position within the same grade at the same rate of compensation, or to a vacant position in a higher grade at a higher rate of compensation for which such employee shall have duly qualified under the rules and regulations of the Civil Service Commission as provided in section 7 herein, any provision of law to the contrary notwithstanding: *Provided*, That nothing herein shall be construed to authorize or permit the transfer of an employee of the United States to a position under the municipal government of the District of Columbia, or an employee of the municipal government of the District of Columbia to a position under the United States.

SEC. 10. That all appointments, promotions, transfers, retentions, and dismissals in positions shall be based on the classification of 1920, the rules and regulations of the Civil Service Commission and the efficiency ratings herein provided for in so far as they are applicable.

SEC. 11. That nothing contained in this act shall be construed to make permanent any temporary appointments under existing law.

SEC. 12. That the classification of 1920 be as follows:



PROFESSIONAL SERVICE.

Symbol (P).

The term Professional Service is applied to those offices or employments the duties of whose incumbents are to perform apprentice, routine, advisory, administrative, or research work which is based upon the established principles of and which requires training in a recognized profession.

ACCOUNTANT GROUP.

Symbol (P A).

The term Accountant Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work in the various branches of accountancy and auditing.

GRADE 1 (P A 1).

TITLES OF POSITIONS.

Junior Accountant.
Junior Accountant (Common Carrier).
Junior Accountant (Income Tax).

DUTIES.

To perform under immediate supervision the simplest kinds of work in accounting requiring professional training.

Examples:

Assisting in keeping, auditing, and analyzing cost records.
Assisting in the investigation of accounting methods.
Performing detail work in auditing, examining, or investigating accounts of common carriers.
Assisting in examining and analyzing income and excess-profits tax returns presenting somewhat involved features.
Assisting in the examination of books for the verification of income reports or returns.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P A 2).

TITLES OF POSITIONS.

Assistant Accountant.
Assistant Accountant (Common Carrier).
Assistant Accountant (Estimate and Digest).
Assistant Accountant (Governmental).
Assistant Accountant (Income Tax).
Assistant Auditor.
Assistant Disbursing Officer.

GRADE 2 (P A 2)—Continued.**DUTIES.**

To perform under general direction assigned work in accounting or auditing requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Auditing cost accounting records in connection with contracts.

Organizing or improving cost systems subject to approval.

Compiling cost statistics, estimates, and valuation briefs.

Conducting minor investigations of accounting methods.

Supervising a small force engaged in accounting work.

Assisting in conducting the audit, examination, or investigation of the accounts of common carriers, in the preparation of reports, schedules, and other accounting data, or in determining an equitable accounting between corporate and Federal status of common carriers.

Assisting in compiling and editing the Digest of Appropriations and the Annual Book of Estimates submitted by the Secretary of the Treasury to Congress, and in preparing and editing supplemental, deficiency, and claims estimates and miscellaneous statements relating to receipts, disbursements, and the public debt.

Supervising a small governmental accounting organization, other than a disbursing or a large bookkeeping organization or a small bookkeeping organization performing work along specialized or restricted lines.

Supervising the auditing and settling of claims and accounts of a division of a departmental auditor's office.

Disbursing the funds of the smallest governmental organizations requiring the services of a disbursing officer.

Examining and analyzing income and excess profits tax returns, including returns involving intricate problems.

Preparing memoranda which form the bases of letters of advice as to corrections or adjustments; verifying reports or returns by interview or examination of books when occasion demands.

Supervising a small group of junior income tax accountants in grade 1.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P A 3).**TITLES OF POSITIONS.**

Accountant.

Accountant (Common Carrier).

Accountant (Income Tax).

Accountant (Income Tax Training Division).

Accountant (Governmental).

Assistant Chief, Division of Bookkeeping and Warrants.

Assistant Register of the Treasury.

Deputy Collector of Taxes, District of Columbia.

Auditor (Departmental).

Auditor (District of Columbia).

Disbursing officer.

GRADE 3 (P A 3)—Continued.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 and with clerical subordinates responsible professional work in accounting and auditing requiring training and considerable previous experience.

Examples:

Directing large office or field-accounting forces engaged in maintaining or verifying general or cost accounts or in investigating accounting methods.

Furnishing expert and critical advice upon cost-accounting policies, systems, and procedure.

Analyzing of methods of operation and details of cost bearing on quantity and time production.

Determining technical questions and interpretations of the regulations prescribed for common carriers.

Directing the work of field parties in the audit, examination, or investigation of the accounts of common carriers.

Assisting in planning, allotting, and supervising the work of the Division of Bookkeeping and Warrants of the Treasury Department.

Signing bonds requiring an autographic signature; supervising the Division of Interest Coupons and acting for the Register of the Treasury in his absence.

Supervising the details of work in office of the collector of taxes, District of Columbia.

Supervising the work of a large governmental accounting organization other than a disbursing or auditing office, or of a small organization performing highly involved accounting work.

Assisting in the direction and supervision of the personnel engaged in the performance of all classes of work in a departmental auditor's office, including the Auditor for the Post-Office, or in the office of the auditor of the District of Columbia.

Examining and analyzing the most intricate income and excess profits tax returns, balance sheets, and other financial statements.

Supervising the work of a minor subdivision in an organization engaged in examining and auditing income tax returns.

Supervising the work of the classes in training of the income tax unit of the Bureau of Internal Revenue and otherwise assisting the chief of the Training Division.

Disbursing the funds of a small governmental organization or department.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P A 4).

TITLES OF POSITIONS.

Chief, Division of Bookkeeping and Warrants.

Collector of Taxes (District of Columbia).

Deputy Assistant Treasurer of the United States.

GRADE 4 (P A 4)—Continued.**TITLES OF POSITIONS—Continued.**

Deputy Comptroller of the Currency.
 Register of the Treasury.
 Senior Accountant.
 Senior Accountant (Common Carrier).
 Senior Auditor (Departmental).
 Senior Auditor (District of Columbia).
 Senior Accountant (Income Tax Training Division).
 Senior Disbursing Officer.

DUTIES.

To perform independent and highly important work in accounting and auditing, or to be responsible for the administration of a major division of a small organization or a minor division of a large organization doing such work.

Examples:

Assisting a chief accountant in the administration of a main division engaged in maintaining or verifying cost accounts or investigating accounting methods.

Exercising administrative control over a branch or district office or other equally important subdivision dealing with the accounts of common carriers.

Assisting a chief accountant in the supervision of a bureau dealing with the accounts of common carriers.

Assisting in the presentation of cases before courts and the Interstate Commerce commission.

Supervising the work of the Division of Bookkeeping and Warrants of the Treasury Department.

Directing the work of the office of the Register of the Treasury.

Assisting the Comptroller and Senior Deputy Comptroller of the Bureau of Currency in the supervision of the work of the bureau.

Supervising the daily receipts of United States paper currency from the Bureau of Engraving and Printing and its delivery to the cashier for shipment.

Supervising the collection of taxes in the District of Columbia.

Receiving, auditing, and settling all claims and accounts for a department or group of departments and other governmental establishments, or the District of Columbia.

Supervising the work of a major subdivision in an organization engaged in examining or auditing income-tax returns.

Supervising the training of new staff members of the Income Tax Unit in the Bureau of Internal Revenue.

Disbursing the funds of the largest governmental organizations.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P A 5).

TITLES OF POSITIONS.

Principal Accountant.
Principal Accountant (Common Carrier).
Principal Accountant (Income Tax).
Senior Deputy Comptroller of the Currency.
Assistant Treasurer of the United States.

DUTIES.

To act as assistant head of a large accounting organization, or as administrative head of a major division of such an organization, or as administrative head of a small accounting organization, or to serve as a consulting specialist in accounting.

Examples:

Supervising a main division engaged in maintaining or verifying cost accounts or investigating accounting methods.

Supervising the work of a major bureau composed of headquarters and field-accounting forces dealing with the accounts of common carriers and directing the compilation and revision of accounting regulations for common carriers.

Supervising the force of national-bank examiners and their assistants throughout the country, and holding conferences with bankers.

Supervising the details of the entire work of the office of the Treasurer of the United States and acting for him in his absence.

Supervising a main division engaged in examining and auditing income-tax returns.

Acting as consulting specialist on important income tax accounting technicalities and directing the most comprehensive income-tax research.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P A 6).

TITLES OF POSITIONS.

Comptroller of the Currency.
Treasurer of the United States.

DUTIES.

To act as technical and administrative head of a major accounting bureau.

Examples:

Under the direction of the Secretary of the Treasury, having responsible charge of the execution of laws relating to the issue and regulation of national bank notes, and relating to the organization and regulation of national banks.

Under an Assistant Secretary of the Treasury acting as Treasurer of the United States.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

GRADE 4 (P A 4)—Continued.**TITLES OF POSITIONS—Continued.**

Deputy Comptroller of the Currency.
 Register of the Treasury.
 Senior Accountant.
 Senior Accountant (Common Carrier).
 Senior Auditor (Departmental).
 Senior Auditor (District of Columbia).
 Senior Accountant (Income Tax Training Division).
 Senior Disbursing Officer.

DUTIES.

To perform independent and highly important work in accounting and auditing, or to be responsible for the administration of a major division of a small organization or a minor division of a large organization doing such work.

Examples:

Assisting a chief accountant in the administration of a main division engaged in maintaining or verifying cost accounts or investigating accounting methods.

Exercising administrative control over a branch or district office or other equally important subdivision dealing with the accounts of common carriers.

Assisting a chief accountant in the supervision of a bureau dealing with the accounts of common carriers.

Assisting in the presentation of cases before courts and the Interstate Commerce commission.

Supervising the work of the Division of Bookkeeping and Warrants of the Treasury Department.

Directing the work of the office of the Register of the Treasury.

Assisting the Comptroller and Senior Deputy Comptroller of the Bureau of Currency in the supervision of the work of the bureau.

Supervising the daily receipts of United States paper currency from the Bureau of Engraving and Printing and its delivery to the cashier for shipment.

Supervising the collection of taxes in the District of Columbia.

Receiving, auditing, and settling all claims and accounts for a department or group of departments and other governmental establishments, or the District of Columbia.

Supervising the work of a major subdivision in an organization engaged in examining or auditing income-tax returns.

Supervising the training of new staff members of the Income Tax Unit in the Bureau of Internal Revenue.

Disbursing the funds of the largest governmental organizations.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P A 5).

TITLES OF POSITIONS.

Principal Accountant.
Principal Accountant (Common Carrier).
Principal Accountant (Income Tax).
Senior Deputy Comptroller of the Currency.
Assistant Treasurer of the United States.

DUTIES.

To act as assistant head of a large accounting organization, or as administrative head of a major division of such an organization, or as administrative head of a small accounting organization, or to serve as a consulting specialist in accounting.

Examples:

Supervising a main division engaged in maintaining or verifying cost accounts or investigating accounting methods.

Supervising the work of a major bureau composed of headquarters and field-accounting forces dealing with the accounts of common carriers and directing the compilation and revision of accounting regulations for common carriers.

Supervising the force of national-bank examiners and their assistants throughout the country, and holding conferences with bankers.

Supervising the details of the entire work of the office of the Treasurer of the United States and acting for him in his absence.

Supervising a main division engaged in examining and auditing income-tax returns.

Acting as consulting specialist on important income tax accounting technicalities and directing the most comprehensive income-tax research.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P A 6).

TITLES OF POSITIONS.

Comptroller of the Currency.
Treasurer of the United States.

DUTIES.

To act as technical and administrative head of a major accounting bureau.

Examples:

Under the direction of the Secretary of the Treasury, having responsible charge of the execution of laws relating to the issue and regulation of national bank notes, and relating to the organization and regulation of national banks.

Under an Assistant Secretary of the Treasury acting as Treasurer of the United States.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

GRADE 6 (P A 6)—Continued.**SPECIAL REGULATION GOVERNING COMPENSATION.**

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling position at a rate above the minimum and for the determination of the maximum.

AGRICULTURIST GROUP.

Symbol (P G).

The term Agriculturalist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise research, regulatory, or service work in the marketing of agricultural or food products, or work in agricultural extension and home economics, or in agricultural economics.

GRADE 1 (P G 1).**TITLES OF POSITIONS.**

Junior Marketing Specialist.
Junior Agricultural Economist.

DUTIES.

To perform under supervision the simplest kinds of work in marketing or agricultural economics requiring professional training but not necessarily previous experience.

Examples:

Collecting and arranging data in connection with agricultural investigations or concerning marketing conditions and practices.

Performing simple routine work in establishment or demonstration of grades and standards for specific farm products.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P G 2).**TITLES OF POSITIONS.**

Assistant Agricultural Extension Agent.
Assistant Marketing Specialist.
Assistant Agricultural Economist.

DUTIES.

To perform under general direction assigned work in marketing, agricultural extension, home economics, and agricultural economics, requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Organizing and developing boys clubs, girls clubs, and home economics activities.

Conducting demonstrations and lecturing on food value and utilizing dairy products.

Assisting in the establishment and demonstration of grades and standards for specific farm products.

Investigating the organization and operation of cooperative farm marketing associations.

GRADE 2 (P G 2)—Continued. •

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.
Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P G 3).

TITLES OF POSITIONS.

Agricultural Extension Agent.
Marketing Specialist.
Agricultural Economist.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional work in marketing, agricultural extension, home economics, or agricultural economics, requiring extended training and considerable previous experience.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.
Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P G 4).

TITLES OF POSITIONS.

Senior Marketing Specialist.
Senior Agricultural Extension Agent.
Senior Agricultural Economist.

DUTIES.

To perform independent and highly expert work in marketing, agricultural extension, or agricultural economics; to act as agricultural consultant; to be responsible for a minor division of a large or a major division of a small agricultural organization.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.
Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P G 5).

TITLES OF POSITIONS.

Assistant Chief, Bureau of Markets.
Principal Agricultural Economist.
Principal Marketing Specialist.

DUTIES.

To act as assistant head of a large agricultural bureau or as head of a major division of a large agricultural bureau or as technical and administrative head of a small agricultural bureau; to act as consulting specialist on the most important agricultural matters; to carry on the most advanced research in agriculture.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P G 6).**TITLES OF POSITIONS.**

Chief, Bureau of Markets.

Chief, Bureau of Farm Management.

DUTIES.

To act as technical and administrative head of a major agricultural bureau or other agricultural organization.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

ARCHITECT GROUP.**Symbol (P R).**

The term Architect Group is applied to those offices or employments of the Professional Service, in which incumbents are required to make architectural designs for buildings, grounds, parks, or other projects and to inspect or supervise the construction, repair, or alteration of such projects.

GRADE 1 (P R 1).**TITLES OF POSITIONS.**

Junior Architect.

Junior Architect (Landscape).

Assistant Inspector of Buildings. District of Columbia.

DUTIES.

To perform under immediate supervision the simplest kinds of work in architecture, landscape architecture, and architectural inspection, requiring professional training.

Examples:

Doing general architectural drafting and detailing of important work.

Making complete drawings, specifications, or estimates for work of minor importance.

Assisting in the preparation of plans for the development of parks, playgrounds, and land subdivisions.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P R 2).**TITLES OF POSITIONS.**

Assistant Architect.

Assistant Architect (Landscape).

Inspector of Buildings, District of Columbia.

DUTIES.

To perform under general direction, assigned work in architecture, landscape architecture, or architectural inspection, requiring professional training and previous experience, but not the exercise of independent judgment.

GRADE 2 (P R 2)—Continued.

DUTIES—Continued.

Examples:

Preparing complete working drawings for all types of buildings.

Writing specifications and checking working drawings.

Assisting the Chief Inspector of Buildings in the interpretation of building regulations, and passing upon the adequacy of plans.

Compiling and collecting data for landscape architecture and city-planning studies.

Preparing plans for the development of lands with related building groups, such as hospitals, military, or housing projects.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P R 3).

TITLES OF POSITIONS.

Architect.

Architect (Landscape).

Chief Inspector of Buildings, District of Columbia.

Estimator (Buildings).

DUTIES.

To perform independently, or with a small number of subordinates in grades 1 and 2, responsible professional work in architecture, landscape architecture, and architectural inspection, requiring extended training and considerable previous experience.

Examples:

Having executive and administrative supervision over the building division, the plumbing department, and various related boards in the District of Columbia.

Making general building estimates.

Checking cost and progress reports sent in by field estimators.

Preparing reports showing unit and total construction costs.

Designing and supervising the making of working drawings, and the writing of specifications for all types of building construction.

Superintending the execution of landscape architectural and city planning projects.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P R 4).

TITLES OF POSITIONS.

Senior Architect.

Senior Architect (Landscape).

Senior Estimator (Buildings).

DUTIES.

To perform independent and highly expert work in architecture or landscape architecture; to act as architectural consultant; to be responsible for the administration of a minor division of a large, or a major division of a small organization doing work in architecture or landscape architecture.

GRADE 4 (P R 4)—Continued.**COMPENSATION.**

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P R 5).**TITLES OF POSITIONS.**

Principal Architect.

DUTIES.

To act as assistant head of a large organization doing architectural or landscape work or as technical and administrative head of a small organization; to serve as a consulting specialist on the most important architectural or landscape plans, or to carry on the most advanced research in architecture or landscape architecture.

Examples:

Acting as Municipal Architect, District of Columbia. Superintendent, Capitol Buildings and Grounds. Chief Draftsman, Bureau of Yards and Docks, Navy Department.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P R 6).**TITLES OF POSITIONS.**

Director, Bureau of Housing and Transportation.

Supervising Architect, Treasury Department.

DUTIES.

To act as technical and administrative head of a major bureau or organization engaged in architectural work.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

ASSISTANT SECRETARY GROUP.

Symbol (P Q).

The term Assistant Secretary Group is applied to those offices or employments of the Professional Service in which incumbents are required to act as deputies to heads of executive departments or to act as heads of major bureaus or independent establishments not included in other groups of the Professional Service.

GRADE 1 (P Q 1).

TITLES OF POSITIONS.

Assistant Secretary.
Assistant Postmaster General.
Commissioner.
Director.

DUTIES.

To assist and act as deputy to the secretary in the administration of an executive department or to assume entire responsibility for the administration of a major bureau or independent establishment.

Examples:

Acting as Under Secretary of State or Assistant Secretaries of State; Assistant Secretary of War; Assistant Secretaries of the Treasury; Assistant Postmasters General; Commissioner of Pensions; Commissioner General of Immigration; Director Consular Service; Director Bureau of War Risk Insurance.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL PROVISION.

Assistant heads of independent establishments and bureaus and secretaries of boards who are in charge of general clerical administration shall be placed in the upper grades of the Clerk Group of the Clerical Service. Assistant heads of bureaus and independent establishments and board secretaries with professional functions shall be placed in the upper grades of the appropriate groups of the Professional Service.

BIOLOGIST GROUP.

Symbol (P B).

The term Biologist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform work which deals with the classification, culture, and breeding of plant or animal life, and the causes and control of their diseases and which requires knowledge of or training in botany, zoology, anthropology, bacteriology, horticulture, animal husbandry, or entomology.

GRADE 1 (P B 1).

TITLES OF POSITIONS.

Junior Agronomist.
Junior Animal Husbandman.
Junior Anthropologist.
Junior Aquatic Biologist.
Junior Bacteriologist.
Junior Botanist.
Junior Dairy Technologist.
Junior Entomologist.
Junior Horticulturist.
Junior Zoologist.

GRADE 1 (P B 1)—Continued.**DUTIES.**

To perform under supervision the simplest kinds of biological work, requiring professional training, but not necessarily previous experience.

Examples:

Developing improved varieties of plants and improved methods in the manufacture of dairy products.

Preparing media and making cultures; studying life histories and habits of fish; taking samples of and testing seeds; distributing material in herbariums; determining relative prevalence of plants; making collections of insects; making crosses of plants according to plan; making routine microscopic examinations of foods; studying the mold flora of foods; identifying common types of fungi; examining plant roots for nematodes; collecting and identifying birds or determining their food habits.

Growing drug plants for histological study; identifying parasites on animals.

Carrying out experiments in feeding cattle, poultry, and swine, or in the utilization of cannery and evaporator wastes.

Supervising the killing of animals, chilling and cutting of carcasses, curing and smoking of meats.

Determining comparative merits of varieties of bees.

Pruning and spraying trees.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P B 2).**TITLES OF POSITIONS.**

Assistant Agronomist.
 Assistant Animal Husbandman.
 Assistant Anthropologist.
 Assistant Aquatic Biologist.
 Assistant Bacteriologist.
 Assistant Botanist.
 Assistant Dairy Technologist.
 Assistant Entomologist.
 Assistant Horticulturist.
 Assistant Zoologist.

DUTIES.

To perform under general direction assigned work in biology requiring professional training and previous experience but not the exercise of independent judgment.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P B 3).**TITLES OF POSITIONS.**

Agronomist.
 Animal Husbandman.
 Anthropologist.
 Aquatic Biologist.

GRADE 3 (P B 3)—Continued.

TITLES OF POSITIONS—Continued.

Bacteriologist.
 Biologist.
 Botanist.
 Dairy Technologist.
 Editor (Agricultural Chemistry).
 Editor (Animal Husbandry).
 Editor (Botany).
 Editor, Experiment Station Record.
 Entomologist.
 Horticulturist.
 Zoologist.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional work in biology requiring extended training and considerable previous experience.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.
 Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GROUP 4 (P B 4).

TITLES OF POSITIONS.

Senior Agronomist.
 Senior Animal Husbandman.
 Senior Anthropologist.
 Senior Aquatic Biologist.
 Senior Bacteriologist.
 Senior Biologist.
 Senior Botanist.
 Senior Dairy Technologist.
 Senior Entomologist.
 Senior Horticulturist.
 Senior Zoologist.
 Assistant Superintendent, National Zoological Park.
 Chief of Insular Experiment Stations.
 Superintendent, Congressional Seed Distribution.

DUTIES.

To perform independent and highly expert biological work; to act as biological consultant; or to be responsible for a minor division of a large, or a major division of a small biological bureau.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.
 Salary rates, \$4,140, \$4,440, \$4,700, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P B 5).

TITLES OF POSITIONS.

Principal Animal Husbandman.
 Principal Anthropologist.
 Principal Aquatic Biologist.

GRADE 5 (P B 5)—Continued.**TITLES OF POSITIONS—Continued.**

Principal Bacteriologist.
 Principal Biologist.
 Principal Botanist.
 Principal Dairy Technologist.
 Principal Entomologist.
 Principal Horticulturist.
 Principal Zoologist.
 Assistant Chief, Bureau of Animal Industry.
 Assistant Chief Bureau of Entomology.
 Assistant Chief, Bureau of Plant Industry.
 Chief of Continental Experiment Stations.
 Deputy Commissioner of Fisheries.
 Superintendent, National Zoological Park.

DUTIES.

To act as assistant head of a large biological bureau, or as head of a major division of a large biological bureau, or as a technical and administrative head of a small bureau; or to serve as consulting specialist in biology, or to carry on the most advanced research in biology.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P B 6).**TITLES OF POSITIONS.**

Chief, Bureau of Biological Survey.
 Chief, Bureau of Entomology.
 Chief, Bureau of Plant Industry.
 Commissioner of Fisheries.
 Director, States Relations Service.

DUTIES.

To act as a technical and administrative head of a major biological bureau.

COMPENSATION.

Range of annual compensation, \$6,000 up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

BUSINESS EXAMINER GROUP.

Symbol (P U).

The term Business Examiner Group is applied to those offices or employments of the professional service in which incumbents are required to perform or supervise work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, real estate, or purchasing.

GRADE 1 (P U 1).

TITLES OF POSITIONS.

Junior Land Appraiser.
Junior Traffic Examiner.
Junior Transportation Rate Examiner.

DUTIES.

To perform under immediate supervision the simplest kinds of work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, or real estate.

Examples:

Reviewing reports submitted by examiners of freight tariffs and related tariff publications.

Settling complicated charges involving land grants.

Ascertaining rates, fares, or charges lawfully applicable to the traffic of the Government, and certifying the appropriations from which they are payable.

Examining conveyance records, assessment books, and other municipal registers to obtain data of valuations, sales, leases, assessments, and transfers of property.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P U 2).

TITLES OF POSITIONS.

Assistant Commodity Examiner (Electrical Apparatus).
Assistant Commodity Examiner (Hardware and Hand Tools).
Assistant Commodity Examiner (Leather Goods).
Assistant Commodity Examiner (Ordnance Supplies).
Assistant Commodity Examiner (Tobacco Products).
Assistant Insurance Examiner.
Assistant Land Appraiser.
Assistant Marine Shipping Examiner.
Assistant Purchasing Agent.
Assistant Traffic Examiner.
Assistant Transportation Rate Examiner.
Deputy Superintendent of Insurance, District of Columbia.

DUTIES.

To perform under general direction assigned work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, real estate, or purchasing.

Examples:

Giving advice regarding the purchase of a commodity or class of commodities.

Preparing special freight rate data for the Interstate Commerce Commission, Government departments, or Congress.

Supervising the examination of vouchers paid to railroad companies by the United States Housing Corporation or Reclamation Service.

Entering into land-grant equalizations or other contractual agreements and making other traffic arrangements with carriers.

Issuing instructions in connection with the loading of Government-owned vessels, furnishing data on bunkering facilities, or managing a sailing-vessel department.

GRADE 2 (P U 2)—Continued.**DUTIES**—Continued.*Examples*—Continued.

Handling complaints of unadjusted freight claims made by the public against railroads.

Acting as head of a small purchasing unit or as assistant head of a large unit.

Examining property owned by common carriers and on circumjacent lands and compiling reports of land values.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P U 3).**TITLES OF POSITIONS.**

Assistant Assessor, District of Columbia.

Commodity Examiner (Building Materials).

Commodity Examiner (Machine Tools).

Commodity Examiner (Oils and Lubricants).

Commodity Examiner (Shoes and Leather Goods).

Commodity Examiner (Textile Materials).

Efficiency Examiner.

Marine Shipping Examiner.

Purchasing Agent.

Real Estate Examiner.

Sales Examiner.

Superintendent of Insurance, District of Columbia.

Traffic Examiner.

Transportation Rate Examiner.

DUTIES.

To perform independently or with subordinates of grades 1 and 2 responsible work involving a specialized knowledge of some phase of business or industry, such as traffic, insurance, or real estate, and requiring extended training and experience.

Examples:

Appraising and assessing real estate and tangible and intangible property in the District of Columbia.

Studying and developing improved business methods for a small governmental bureau.

Investigating and devising methods of rating efficiency.

Acting as head of a large purchasing unit in an executive department or in a bureau making purchases on a large scale.

Observing and inquiring into changes in rates made by express companies for the Interstate Commerce Commission.

Supervising the work of a large rate section.

Serving as classification agent for the Interstate Commerce Commission.

Inspecting and appraising lands and appurtenances; estimating damage to real property; and assisting in the administration of a real-estate division.

Expediting the movement of Shipping Board vessels, hiring and training supercargoes, supervising allocation of vessels, and checking efficiency of machinery.

GRADE 3 (P U 3)—Continued.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P U 4).

TITLES OF POSITIONS.

Assessor, District of Columbia.

Senior Marine Shipping Examiner.

Senior Real Estate Examiner.

Senior Sales Examiner.

Senior Traffic Examiner.

DUTIES.

To perform independent and highly expert work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, or real estate, or to be responsible for the administration of a major division of a large organization, or of an entire small division, engaged in such work.

Examples:

Directing the work of the division of shipping operations or acting as head of the supercargo steward personnel and bunkering sections or supervising the assessment of real and personal property in the District of Columbia.

COMPENSATION.

Annual range of compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P U 5).

TITLES OF POSITIONS.

Assistant Director of Sales, War Department.

DUTIES.

To act as assistant head of a large organization doing work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, or real estate, or to have responsible charge of a major division of a large organization of this kind.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P U 6).

TITLES OF POSITIONS.

Director of Sales, War Department.

Director of Valuation, Interstate Commerce Commission.

Fiscal Advisor, Federal Reserve Board.

Member, Valuation Advisory Board, Interstate Commerce Commission.

GRADE 6 (P U 6)—Continued.**DUTIES.**

To act as head of a major bureau or organization engaged in work requiring a specialized knowledge of some phase of business or industry, such as traffic, insurance, or real estate, or to serve as member of an advisory board of such an organization.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

CHAPLAIN GROUP.

Symbol (P H).

The term Chaplain Group is applied to those offices or employments of the Professional Service in which incumbents are required to minister to the religious needs and comfort of persons in the employ, care, or custody of the Government.

GRADE 1 (P H 1).**TITLES OF POSITIONS.**

Chaplain.

DUTIES.

To minister to the religious needs and comfort of persons in the employ, care, or custody of the Government.

COMPENSATION.

Range of annual compensation, for full-time service, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

Range of annual compensation, for part-time service, averaging not less than 27 hours, \$1,200 to \$1,560, inclusive.

Salary rates, \$1,200, \$1,320, \$1,440, \$1,560.

DENTIST GROUP.

Symbol (P D).

The term Dentist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise such work in the investigation, reporting, care, and treatment of diseases or abnormal conditions of the teeth and adjoining structures as may lawfully be performed by dentists.

GRADE 1 (P D 1).**TITLES OF POSITIONS.**

Dental Interne.

DUTIES.

Under supervision in a Government hospital to perform simple dental operations and to give the treatments common to general dental practice.

GRADE 1 (P D 1)—Continued.

COMPENSATION.

Range of annual compensation with maintenance, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

GRADE 2 (P D 2).

TITLES OF POSITIONS.

Dental Inspector, Public Schools.

Dentist.

DUTIES.

To perform or supervise dental operations and give treatments common to general dental practice in a Government hospital; or, under the direction of the Chief Medical Inspector, to visit periodically the public schools, examine the teeth and adnexa of pupils, and give instruction in oral hygiene.

COMPENSATION.

Range of annual compensation for full-time service, \$1,860 to \$2,400, inclusive.

Salary rates, \$1,860, \$2,040, \$2,220, \$2,400.

DIETITIAN GROUP.

Symbol (P D D).

The term Dietitian Group is applied to those offices or employments of the Professional Service in which incumbents are required to supervise and be responsible for the planning of diets, the requisition, storage, preparation, and serving of foods, and the work of cooks and other dietary helpers.

GRADE 1 (P D D 1).

TITLES OF POSITIONS.

Dietitian.

DUTIES.

Under supervision, to plan menus, to supervise the preparation and serving of food, to prepare special diets in a hospital or other Government institution, and to instruct student Dietitians in dietetics and to supervise the work of cooks.

COMPENSATION.

Range of annual compensation with maintenance, \$1,020 to \$1,140, inclusive.

Salary rates, \$1,020, \$1,080, \$1,140,

GRADE 2 (P D D 2).

TITLES OF POSITIONS.

Head Dietitian.

DUTIES.

To supervise the Dietitians and dietary work in a hospital or other Government institution and the instruction of student nurses and Dietitians in dietetics.

COMPENSATION.

Range of annual compensation with maintenance, \$1,200 to \$1,380, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320, \$1,380.

GRADE 3 (P D D 3).**TITLES OF POSITIONS.**

Chief Dietitian.

DUTIES.

To exercise general direction over Dietitians and dietetic work in hospitals or other Government institutions throughout the country; to inspect dietetic work in hospitals; to supervise the selection, assignment, transfer, promotion, or discharge of Dietitians; to supervise the preparation of Dietitians' accounts; and to requisition food supplies for Government hospitals.

COMPENSATION.

Range of annual compensation, 2,400 to \$2,580, inclusive.

Salary rates, \$2,400, \$2,580.

ECONOMIST AND POLITICAL SCIENTIST GROUP.

Symbol (P E).

The term Economist and Political Scientist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work requiring specialized knowledge of economics, politics, history, foreign affairs, or international relations.

GRADE 1 (P E 1).**TITLE OF POSITION.**

Junior Economist.

DUTIES.

To perform under immediate supervision the simplest kinds of economic investigation and research requiring professional training.

Examples:

Collecting economic data for the use of superiors, from statistical records, published documents, industrial and other business establishments, or other sources.

Summarizing official publications of foreign countries on economic questions.

Assembling economic data for use in answering requests for information from Federal departments, private firms, and other inquirers.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P E 2).**TITLES OF POSITIONS.**

Assistant Economist.

Assistant Historian.

DUTIES.

To perform under general direction assigned economic or historical investigation and research, requiring professional training and previous experience but not the exercise of independent judgment.

Examples:

Collecting, compiling, and analyzing information on United States commerce with foreign countries, and statistical and other data relative to commodity production, supply, demand, and distribution.

GRADE 2 (P E 2)—Continued.

DUTIES—Continued.

Examples—Continued.

Analyzing and interpreting data covering the cost of production, the profits or investments of corporations.

Collecting information relative to price policies, distribution methods, or competitive conditions in various industries.

Collecting and interpreting data on the foreign trade and tariff policies of foreign countries.

Collecting information needed for compiling a history of the Navy in the World War.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P E 3).

TITLES OF POSITIONS.

Economist.

Historian.

DUTIES.

To perform independently, or with a small number of subordinates in grades 1 and 2, responsible professional economic or historical investigation and research requiring extended training and considerable previous experience.

Examples:

Making special economic studies of foreign countries, designed to show physical features, natural resources, means of communication and transportation, industries, commerce, and other factors.

Supervising a minor economic investigation into an assigned field of business activity.

Preparing monographs dealing with foreign trade topics.

Compiling data on steamship service, harbor conditions, and bunkering stations.

Preparing shipping manuals.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P E 4).

TITLES OF POSITIONS.

Senior Economist.

Senior Political Scientist (Foreign Affairs).

DUTIES.

To perform independent and highly expert economic investigations and research or research concerning political conditions in foreign countries, or to be responsible for the administration of a minor division of a large, or a major division of a small organization engaged in such work.

Examples:

Planning a major economic investigation, directing the securing and digesting of information, and outlining of the plan of the report.

GRADE 4 (P E 4)—Continued.**DUTIES—Continued.***Examples—Continued.*

Conducting important research on shipping problems, foreign ports, steamship routes, and commodities in foreign trade.

Conducting investigations, assembling data and furnishing advice on the mining, metallurgical, and metal manufacturing industries or the textile industry.

Collecting economic or political data on Japan, China, Siberia, Russia, Turkey, and other countries.

Making daily reports of principal or significant events in a group of foreign countries.

Preparing reports on political conditions in assigned countries.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 5 (P E 5).**TITLES OF POSITIONS.**

Principal Economist.

DUTIES.

To act as head of a major division of a large organization performing economic investigations and research, or as assistant head of a large organization or as head of a small organization performing such work, or to carry on the most advanced research in this field.

Examples:

Acting as an authoritative advisor to a department or an independent establishment regarding matters of economic policy.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P E 6).**TITLES OF POSITIONS.**

Chief Economist, Federal Trade Commission.

Chief, Office of Farm Management.

Director, Bureau of Foreign and Domestic Commerce.

Member, Advisory Tax Board.

DUTIES.

To act as technical and administrative head of a major bureau or organization engaged in economic investigation and research.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

GRADE 6 (P E 6)—Continued.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

ENGINEER GROUP.

Symbol (P N).

The term Engineer Group is applied to those offices or employments of the professional service in which incumbents are required to perform or supervise work in the various branches of engineering.

GRADE 1 (P N 1).

TITLES OF POSITIONS.

Junior Engineer (Aeronautical).
 Junior Engineer (Architectural).
 Junior Engineer (Automotive).
 Junior Engineer (Ceramic).
 Junior Engineer (Civil).
 Junior Engineer (Electrical).
 Junior Engineer (Marine).
 Junior Engineer (Materials).
 Junior Engineer (Mechanical).
 Junior Engineer (Mining).
 Junior Engineer (Nautical).
 Junior Engineer (Petroleum).
 Junior Naval Architect.
 Assistant Superintendent of Building Construction.

DUTIES.

To perform under immediate supervision the simplest kinds of work in engineering requiring professional training.

Examples:

Acting as recorder and computer in field or office.
 Computing field data for reports.
 Designing details of aircraft, automotive, electrical, mechanical and naval apparatus.
 Inspecting materials for aircraft.
 Taking mine samples.
 Surveying with transit or level.
 Developing and drawing details of maps and charts.
 Making plane table survey.
 Giving grades and lines for building construction.
 Assisting in laboratory tests in mechanical, electrical, and other engineering laboratories.
 Designing details of the structure of ships.

COMPENSATION.

Range of annual compensation, \$1,800 to 2,160, inclusive.
 Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P N 2).

TITLES OF POSITIONS.

Assistant Engineer (Aeronautical).
 Assistant Engineer (Architectural).

GRADE 2 (P N 2)—Continued.**TITLES OF POSITIONS—Continued.**

Assistant Engineer (Automotive).
 Assistant Engineer (Cartographic).
 Assistant Engineer (Ceramic).
 Assistant Engineer (Civil).
 Assistant Engineer (Electrical).
 Assistant Engineer (Highway).
 Assistant Engineer (Hydraulic).
 Assistant Engineer (Hydrographic and Geodetic).
 Assistant Engineer (Marine).
 Assistant Engineer (Materials).
 Assistant Engineer (Mechanical).
 Assistant Engineer (Mining).
 Assistant Engineer (Nautical).
 Assistant Engineer (Petroleum).
 Assistant Engineer (Radio).
 Assistant Engineer (Structural).
 Assistant Engineer (Topographic).
 Assistant Naval Architect.
 Superintendent of Building Construction.

DUTIES.

To perform under general direction assigned work in engineering requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Writing specifications for buildings.
 Designing and detailing structural parts of aircraft, internal combustion engines, ceramic equipment, electrical and radio apparatus, marine, naval, and mechanical equipment and machinery.
 Carrying on tests on boilers, engines, dynamos, heating and ventilating equipment.
 Laying out and developing designs for shells, gun mounts, breech mechanisms, tractors, and tanks.
 Taking samples of ores, mines gases, and oils.
 Performing general laboratory or field research work in the various branches of engineering.
 Establishing stream gauging stations.
 Directing field parties on construction, valuation, or surveys.
 Superintending maintenance of experimental roads.
 Making computations for all classes of structures.
 Laying out and developing the structure and fittings of ships.
 Superintending building construction.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.
 Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P N 3).**TITLES OF POSITIONS.**

Engineer (Architectural).
 Engineer (Aeronautical).
 Engineer (Automotive).
 Engineer (Cadastral).
 Engineer (Cartographic).

GRADE 3 (P N 3)—Continued.

TITLES OF POSITIONS—Continued.

Engineer (Ceramic).
 Engineer (Civil).
 Engineer (Electrical).
 Engineer (Highway).
 Engineer (Hydraulic).
 Engineer (Hydrographic and Geodetic).
 Engineer (Marine).
 Engineer (Materials).
 Engineer (Mechanical).
 Engineer (Mining).
 Engineer (Nautical).
 Engineer (Ordnance).
 Engineer (Petroleum).
 Engineer (Radio).
 Engineer (Structural).
 Engineer (Topographic).
 General Superintendent of Building Construction.
 Naval Architect.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional work in engineering requiring extended training and considerable previous experience.

Examples:

Supervising and preparing technical work in designing aircraft, their equipment, and fittings.

Computing and constructing Polyconic, Mercator, Lambert, and other projections for field surveys and chart drawings.

Having immediate charge in the field of the construction of municipal works.

Investigating and reporting on methods of road construction.

Designing heating, ventilating, piping, and conveying systems and writing specifications for such systems.

Designing test apparatus and standardizing engineering testing methods.

Computing navigation routes, distances, and bearings for navigators.

Conducting specialized research in electrical, ceramic, mechanical, and mining engineering and in aerial surveying.

Making final and intricate least square adjustments of triangulation nets and arcs.

Preparing and directing the preparation of specifications and detailed estimates for buildings.

Having immediate charge of a particular class of naval architectural work on one or more vessels.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P N 4).

TITLES OF POSITIONS.

Senior Engineer (Aeronautical).
 Senior Engineer (Architectural).
 Senior Engineer (Automotive).

GRADE GRADE 4 (P N 4)—Continued.**TITLES OF POSITIONS—Continued.**

Senior Engineer (Cadastral).
 Senior Engineer (Cartographic).
 Senior Engineer (Ceramic).
 Senior Engineer (Civil).
 Senior Engineer (Electrical).
 Senior Engineer (Highway).
 Senior Engineer (Hydraulic).
 Senior Engineer (Hydrographic and Geodetic).
 Senior Engineer (Marine).
 Senior Engineer (Materials).
 Senior Engineer (Mechanical).
 Senior Engineer (Mining).
 Senior Engineer (Nautical).
 Senior Engineer (Ordnance).
 Senior Engineer (Petroleum).
 Senior Engineer (Radio).
 Senior Engineer (Structural).
 Senior Engineer (Topographic).
 Senior Naval Architect.

DUTIES.

To perform independent and highly expert work in engineering, or to be responsible for the administration of a minor division of a large, or a major division of a small engineering organization.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P N 5).**TITLES OF POSITIONS.**

Principal Engineer (Aeronautical).
 Principal Engineer (Cadastral).
 Principal Engineer (Civil).
 Principal Engineer (Electrical).
 Principal Engineer (Highway).
 Principal Engineer (Hydraulic).
 Principal Engineer (Hydrographic and Geodetic).
 Principal Engineer (Marine).
 Principal Engineer (Mechanical).
 Principal Engineer (Mining).
 Principal Engineer (Petroleum).
 Principal Engineer (Structural).
 Principal Engineer (Topographic).
 Principal Naval Architect.

DUTIES.

To act as head of a major division of a large engineering organization, or as assistant head of a large engineering organization, or as head of a small engineering organization, or to serve as consulting specialist on the most important engineering plans, or to carry on the *most advanced* engineering research.

GRADE 5 (P N 5)—Continued

DUTIES—Continued.

Examples:

Acting as International Canadian boundary commissioner; Assistant Director Coast and Geodetic Survey; Deputy Commissioner of Lighthouses; chief hydraulic engineer, Geological Survey; chief mechanical engineer, Bureau of Mines; chief mining engineer, Bureau of Mines; chief draftsman, Bureau of Construction and Repair, Navy Department; chief draftsman, Bureau of Steam Engineering, Navy Department; engineer of highways, District of Columbia; superintendent water department, District of Columbia; sanitary engineer, District of Columbia; executive secretary, Public Utilities Commission, District of Columbia; executive secretary, Federal Power Commission.

Acting as specialists in the Federal Power Commission, Geological Survey and Bureau of Mines, on the most important and advanced consulting and research problems.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P N 6).

TITLES OF POSITIONS.

Chief, Bureau of Public Roads.

Chief Valuation Engineer, Interstate Commerce Commission.

Commissioner of Lighthouses.

Director, Bureau of Mines.

Director, Coast and Geodetic Survey.

Director, Reclamation Service.

Supervising Inspector General, Steamboat-Inspection Service.

Supervisor of Land Appraisals, Interstate Commerce Commission.

DUTIES.

To act as technical and administrative head of a major engineering bureau or organization.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

FORESTER GROUP.

Symbol (P F).

The term Forester Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work in the conservation and development of forest resources and wood products.

GRADE 1 (P F 1).**TITLES OF POSITIONS.**

Junior Forester.

DUTIES.

To perform under immediate supervision the simplest kinds of work in forestry requiring professional training.

Examples:

Running boundary lines and mapping forests.

Collecting field data for growth, volume, and yield tables.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P F 2).**TITLES OF POSITIONS.**

Assistant Forester.

DUTIES.

To perform under general direction assigned work in forestry requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Having immediate supervision of field work in timber or range surveys.

Assisting in the supervision of all kinds of work on a major forest unit.

Preparing plans for marking timber on sale areas.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P F 3).**TITLES OF POSITIONS.**

Forester.

DUTIES.

To perform independently, or with a small number of subordinates in grades 1 and 2, responsible professional work in forestry requiring extended training and considerable previous experience.

Examples:

Working out plans for sustained yield management of forest and growing areas.

Preparing plans for fire protection, timber sales, range utilization, and general development of forest properties.

Conducting studies dealing with growing forests, forest ranges, and forest products.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P F 4).**TITLES OF POSITIONS.**

Senior Forester.

DUTIES.

To perform independent and highly expert work in forestry, or to be responsible for the administration of a minor division of a large organization engaged in forestry.

GRADE 4 (P F 4)—Continued.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 5 (P F 5).

TITLES OF POSITIONS.

Principal Forester.

DUTIES.

To act as assistant head of a large organization engaged in forestry, or as technical and administrative head of a major division of a forestry organization, or to serve as a consulting specialist in forestry, or to carry on the most advanced research in forestry.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualification and duties shall be the basis for filling positions at a rate above the maximum.

GRADE 6 (P F 6).

TITLES OF POSITIONS.

Chief, Forest Service.

DUTIES.

To act as technical and administrative head of the Forest Service.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

ILLUSTRATOR GROUP.

Symbol (P I).

The term Illustrator Group is applied to those offices or employments of the Profesional Service in which incumbents are required to prepare for publication illustrations, maps, or charts requiring artistic and technical ability and specialized knowledge, or to supervise such work.

GRADE 1 (P I 1).

TITLES OF POSITIONS.

Junior Illustrator.

Junior Illustrator (Agriculture).

Junior Illustrator (Camouflage).

Junior Illustrator (Entomology).

Junior Illustrator (Ethnology).

GRADE 1 (P I 1)—Continued.**TITLES OF POSITIONS—Continued.**

Junior Illustrator (Geology).
Junior Illustrator (Horticulture).
Junior Illustrator (Patents).
Junior Illustrator (Topography).
Junior Illustrator (Zoology).

DUTIES.

To perform under immediate supervision the simplest kinds of work in preparing for publication illustrations, maps, and charts, requiring artistic and technical ability and specialized knowledge.

Examples:

Designing, drawing, and lettering posters, covers, diplomas, illustrative text figures, and plates.
Inventing and perfecting methods of scientific camouflage design.
Making microscopic drawings.
Laying down projections and preparing base maps not involving engineering work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P I 2).**TITLES OF POSITIONS.**

Assistant Illustrator.
Assistant Illustrator (Agriculture).
Assistant Illustrator (Camouflage).
Assistant Illustrator (Entomology).
Assistant Illustrator (Ethnology).
Assistant Illustrator (Geology).
Assistant Illustrator (Horticulture).
Assistant Illustrator (Patents).
Assistant Illustrator (Topography).
Assistant Illustrator (Zoology).

DUTIES.

To perform under general direction assigned work in preparing for publication illustrations, maps, and charts requiring artistic and technical ability, specialized knowledge, and previous experience in work of a high grade.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.
Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P I 3).**TITLES OF POSITIONS.**

Illustrator (Agriculture).
Illustrator (Camouflage).
Illustrator (Entomology).
Illustrator (Ethnology).
Illustrator (Geology).
Illustrator (Horticulture).
Illustrator (Patents).
Illustrator (Topography).
Illustrator (Zoology).

GRADE 3 (P I 3)—Continued.

DUTIES.

To perform independently responsible illustrative work requiring extended training and considerable previous experience; or to act as technical and administrative head of an organization engaged in preparing for publication illustrations, maps, and charts.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

LAWYER GROUP.

Symbol (P W).

The term Lawyer Group is applied to those offices or employments of the Professional Service in which incumbents are required to conduct legal actions and proceedings in which the Government, a department, or officer thereof is a party or is interested, or to render legal advice or assistance to public officers.

GRADE 1 (P W 1).

TITLES OF POSITIONS.

Junior Attorney.

DUTIES.

To perform under supervision the simplest kinds of legal work requiring professional training.

Example:

Assisting in the preparation of tentative drafts of opinions, briefs, decisions, and other legal documents.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P W 2).

TITLES OF POSITIONS.

Assistant Attorney.

DUTIES.

To perform under general direction assigned legal work requiring professional training and previous experience; or to supervise the work of Junior Attorneys and Legal Assistants in a minor unit of a legal organization.

Examples:

Searching for, interpreting, and applying the legal authorities in the preparation of drafts of opinions or other legal documents in a department or independent establishment.

Preparing pleadings, indictments, or other court papers.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P W 3).

TITLES OF POSITIONS.

Attorney.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible legal work requiring extended training and considerable previous experience.

GRADE 3 (P W 3)—Continued.**DUTIES—Continued.***Examples:*

- Preparing drafts of opinions, briefs, or other legal papers in a department or independent establishment.
- Conducting legal investigations or hearings.
- Examining witnesses.
- Arguing cases in court.

COMPENSATION.

- Range of annual compensation, \$3,120 to \$3,840, inclusive.
- Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P W 4).**TITLES OF POSITIONS.**

- Senior Attorney.
- Director of Citizenship.
- Deputy Commissioner of Naturalization.

DUTIES.

To perform independent and expert legal work, to act as legal consultant, or to be responsible for a minor division of a large, or a major division of a small legal organization.

Examples:

- Directing or conducting important investigations or hearings in a department or independent establishment. Acting as specialist in specific branches of the law.
- Passing on questions of international law or foreign relations.
- Supervising the drafting of contracts, legislative bills, or other legal documents.
- Directing the execution of the naturalization laws as related to the education of aliens, in the Bureau of Naturalization.
- Assisting in the general administration of the Bureau of Naturalization.

COMPENSATION.

- Range of annual compensation, \$4,140 to \$5,040, inclusive.
- Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P W 5).**TITLES OF POSITIONS.**

- Assistant Comptroller of the Treasury.
- Commissioner of Naturalization.
- Corporation Counsel, District of Columbia.
- Counsel.
- United States Attorney.

DUTIES.

To act as head of a major division of a large legal organization, or an assistant head of a large legal organization, or as head of a small legal organization; to act as consultant; or to perform important and complex legal work.

GRADE 5 (P W 5)—Continued.

DUTIES—Continued.

Examples:

Directing or conducting legal proceedings for a department or independent establishment.

Preparing opinions, briefs, and decisions in highly important cases. Directing the work of the corporation counsel's office, District of Columbia.

Investigating criminal cases for submission to the grand jury in the United States Attorney's office.

Directing the work of the Bureau of Naturalization.

Assisting the Comptroller of the Treasury in the decision of legal questions.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P W 6).

TITLES OF POSITIONS.

Assistant Attorney General.

Chief Counsel.

Comptroller of the Treasury.

Solicitor General.

DUTIES.

To perform independently, or in consultation, the highest order of legal work.

Examples:

Advising upon questions of law arising in administrative work with the head of a department or independent establishment.

Directing and being responsible for major investigations or litigations to which a department is a party.

Directing the work of the office of the Comptroller of the Treasury.

Assisting the Attorney General in such legal matters as may be assigned.

Having general charge of the legal affairs of the Federal Government in the Supreme Court of the United States.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

LIBRARIAN GROUP.

Symbol (P L).

The term Librarian Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work requiring knowledge of library science and its specialized branches.

GRADE 1 (P L 1).**TITLES OF POSITIONS.**

Junior Librarian.
Junior Librarian (Blind).
Junior Librarian (Children).
Junior Librarian (Departmental).
Junior Librarian (High School).

DUTIES.

To perform under supervision routine general or specialized library work requiring professional training and previous experience.

Examples:

Doing bibliographical or order work or assisting in reference research work.

Classifying, cataloguing, and shelf listing books or other library material.

Being responsible for a minor library collection not requiring great specialization in a Government department.

Being responsible for the library service of a high school.

Doing specialized work with children in the free Public Library.

Doing library work with the blind in the Library of Congress.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P L 2).**TITLES OF POSITIONS.**

Assistant Librarian.
Assistant Librarian (Children's Work, District of Columbia).
Assistant Librarian (Circulation, District of Columbia).
Assistant Librarian (Departmental).
Assistant Librarian (Reference Research).
Assistant Librarian (Training Class, District of Columbia).

DUTIES.

To perform under direction responsible library work requiring advanced library technique, specialization in some field of knowledge, or supervisory ability.

Examples:

Doing reference research work in botany, music or medicine, or in the collection of manuscripts and prints.

Revising the cataloguing of books, or cataloguing material of the most difficult character.

Being responsible for a library service in a Government department carrying on investigations of importance in the natural or economic sciences and requiring specialization on subject matter, such as the Bureau of Fisheries or the Public Health Service.

Directing the circulation division, children's work, or the library training class of the free Public Library of the District of Columbia.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P L 3).

TITLES OF POSITIONS.

Librarian.

Librarian (Departmental).

Librarian (Reference Research).

DUTIES.

To perform under general direction highly responsible library work requiring the most advanced library technique, authoritative standing in some specialized field of knowledge, or administrative ability.

Examples:

Collecting, classifying, and interpreting economic or other scientific data.

Supervising the cataloguing and classification of literature in American history or in some other subject or special collection in the Library of Congress, such as the Semitic and Slavic collections.

Directing the classification or periodical division or one of the other minor divisions of the Library of Congress.

Being responsible for a large and complex library service in a Government department carrying on investigations in the natural or economic sciences or in other technical subjects, such as the Geological Survey or the Bureau of Education.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P L 4).

TITLES OF POSITIONS.

Senior Librarian.

Senior Librarian (Departmental).

DUTIES.

To assume technical and administrative responsibility for a major division of the Library of Congress or for the largest and most complex library service in a Government department.

Examples:

Being responsible for the reading room, bibliography, card catalogue, documents, manuscripts, maps and charts, music, order, prints, law or legislative reference divisions of the Library of Congress or for the library of the Department of Agriculture.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P L 5).

TITLES OF POSITIONS.

Chief Librarian, District of Columbia.

Assistant Librarian of Congress.

GRADE 5 (P L 5)—Continued.**DUTIES.**

To administer the free Public Library of the District of Columbia, or to assist in the administration of the Library of Congress.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P L 6).**TITLES OF POSITIONS.**

Librarian of Congress.

DUTIES.

To assume independent responsibility for the organization and administration of the Library of Congress.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

NURSE GROUP.

Symbol (P C).

The term Nurse Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise such work involving the care or treatment of sick, injured, or infirm persons, and the investigation, reporting, prevention, and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by nurses.

GRADE 1 (P C 1).**TITLES OF POSITIONS.**

Graduate Nurse.

Graduate Nurse (Public Health).

DUTIES.

To perform under supervision routine nursing work in a hospital or to supervise and be responsible for the nursing work performed in a hospital ward by pupil nurses or other helpers; or to perform such field nursing or public welfare work as may be required in the investigation, reporting, prevention, and correction of diseases or conditions unfavorable to the health or welfare of individuals or communities.

COMPENSATION.

Graduate Nurse.

Range of annual compensation with maintenance, \$900 to \$1,020, inclusive.

Salary rates, \$900, \$960, \$1,020.

Graduate Nurse (Public Health).

Range of annual compensation, \$1,320 to \$1,500, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440, \$1,500.

GRADE 2 (P C 2).

TITLES OF POSITIONS.

Chief Nurse.

Chief Nurse (Public Health).

DUTIES.

Under direction of the physician in charge to supervise and be responsible for the nursing work in a service or assigned part thereof in a Government hospital, or to supervise the work of Public Health nurses in a small division or other small administrative unit of the Government, or to organize and conduct training courses for nurses in medical social service work.

COMPENSATION.

Chief Nurse.

Range of annual compensation with maintenance, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

Chief Nurse (Public Health).

Range of annual compensation, \$1,620 to \$1,860, inclusive.

Salary rates, \$1,620, \$1,740, \$1,860.

GRADE 3 (P C 3).

TITLES OF POSITIONS.

Assistant Superintendent of Nurses.

DUTIES.

Under the direction of the Superintendent of Nurses, to supervise the nursing work in hospital wards; to see that all orders given by the medical officer for the treatment of patients are properly carried out; to maintain order and discipline among nurses, attendants, and orderlies.

COMPENSATION.

Range of annual compensation with maintenance, \$1,320 to \$1,560, inclusive.

Salary rates, \$1,320, \$1,440, \$1,560.

GRADE 4 (P C 4).

TITLES OF POSITIONS.

Superintendent of Nurses.

Superintendent of Public Health Nurses.

DUTIES.

To direct the entire nursing staff in a Government hospital and to take charge of the instruction and training of student nurses and attendants; or to direct and be responsible for the nursing work of Public Health nurses in a large bureau, division, or other large administrative unit of the Government; to inspect and report upon nursing work; to prepare for publication instruction for nurses and technical articles on nursing and related subjects.

COMPENSATION.

Superintendent of Nurses.

Range of annual compensation, with maintenance, \$1,740 to \$2,100, inclusive.

Salary rates, \$1,740, \$1,920, \$2,100.

Superintendent of Public Health Nurses.

Range of annual compensation, \$2,580 to \$2,940, inclusive.

Salary rates, \$2,580, \$2,760, \$2,940.

PROPOSED RECLASSIFICATION ACT.

GRADE 4 (P C 4)—Continued.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

PATENT EXAMINER GROUP.

(Symbol P M.)

The term Patent Examiner Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work requiring specialized knowledge of patent law or of the technical examination of patents, trade-marks, and designs.

GRADE 1 (P M 1).

TITLES OF POSITIONS.

Junior Patent Examiner.
Junior Patent Examiner (Trade-Marks and Designs).
Junior Patent Investigator.

DUTIES.

To perform, under immediate supervision, the least difficult technical and legal work involved in examining and making disposition of applications for patents or designs, or for registration of trade-marks and in making related investigations and reports.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P M 2).

TITLES OF POSITIONS.

Assistant Patent Examiner.
Assistant Patent Examiner (Trade-Marks and Designs).
Assistant Patent Investigator.

DUTIES.

To perform, under supervision, difficult technical and legal work involved in examining and making disposition of applications for patents or designs, or for registration of trade-marks, and in making related investigations and reports.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.
Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P M 3).

TITLES OF POSITIONS.

Patent Examiner.
Patent Examiner (Trade-marks and Designs).
Patent Examiner (Patent Interferences).
Patent Examiner (Classification).
Assistant Chief Clerk, Patent Office.
Patent Adviser.

DUTIES.

To perform under direction the most difficult technical and legal work involved in examining and making disposition of applications for patents or designs, or for registration of trade-marks and in making related investigations and reports; to assist in supervising the work

GRADE 3 (P M 3)—Continued.

DUTIES—Continued.

of a patent or patent interference or trade-mark division; to assist in determining the proper classification of patents and patent applications; to assist the chief clerk of the Patent Office in clerical administration; or to perform highly technical patent and related legal work for a department, bureau, or independent establishment of the Federal Government.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P M 4).

TITLES OF POSITIONS.

Senior Patent Examiner.

Senior Patent Examiner (Classification).

Senior Patent Examiner (Law).

Senior Patent Examiner (Patent Interferences).

Senior Patent Examiner (Trade-marks and Designs).

Senior Patent Examiner (Trade-marks and Designs Interferences).

Chief Clerk, Patent Office.

Senior Patent Adviser.

DUTIES.

To direct and be responsible for an examining division of the Patent Office, for the interference, trade-mark, or classification division, or for all proceedings in trade-mark interferences, oppositions, or cancellation proceedings; to act as legal adviser for the Commissioner of Patents and to represent him in legal work; to act as chief clerk of the Patent Office; or to direct and be responsible for the patent work in an executive department or other Government establishment.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P M 5).

TITLES OF POSITIONS.

Assistant Commissioner of Patents.

Examiner in Chief, Patent Office.

DUTIES.

To act as member of an appellate tribunal, hearing appeals from Senior Patent Examiners; or to assist the Commissioner of Patents in the direction of the Patent Office, and to perform such work as may be delegated by the commissioner.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P M 6).**TITLES OF POSITIONS.**

Commissioner of Patents.

DUTIES.

To direct and be responsible for the administration of the United States Patent Office and to act in a judicial capacity in matters relating to the granting and issuing of patents and the registration of trademarks, prints, and labels.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PERSONNEL OFFICER GROUP.

Symbol (P X).

The term Personnel Officer Group is applied to those offices or employments of the Professional Service, in which incumbents are required to perform or supervise the work of preparing and rating civil service examinations, and to administer the civil service laws and rules and departmental regulations and policies regarding the procurement and status of employees.

GRADE 1 (P X 1).**TITLES OF POSITIONS.**

Junior Civil Service Examiner.

DUTIES.

To perform, under immediate supervision, the simplest kinds of work in connection with civil service examinations.

Examples:

Rating, initially or upon review, civil-service examinations, not including scientific, technical, or professional tests.
Assisting in the preparation of such examinations.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P X 2).**TITLES OF POSITIONS.**

Assistant Civil Service Examiner.

Assistant Civil Service Examiner (Agriculture).

Assistant Civil Service Examiner (Civil Engineering).

Assistant Civil Service Examiner (Chemistry and Physics).

Assistant Civil Service Examiner (Economics and Statistics).

Assistant Civil Service Examiner (Forestry and Geology).

Assistant Civil Service Examiner (Law, Languages, and Pedagogy).

Assistant Personnel Officer.

DUTIES.

To perform independently or with a small number of subordinates responsible highly technical or administrative work requiring extended training and considerable experience in connection with the preparation and rating of civil service examinations of an important or specialized character or to be responsible for the appointment office of a small Government organization.

GRADE 2 (P'X 2)—Continued.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.
Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P X 3).

TITLES OF POSITIONS.

Civil Service Examiner (Administration).
Civil Service Examiner (Civil Engineering and Languages).
Civil Service Examiner (Law and Pedagogy).
Civil Service Examiner (Mechanical and Electrical Engineering).
Personnel Officer.

DUTIES.

To be responsible, under administrative direction, for a major division of the scientific, technical, or professional examining work in the Civil Service Commission, or to be responsible for the administration of the appointment office of a large Government organization.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.
Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P X 4).

TITLES OF POSITIONS.

Assistant Chief Civil Service Examiner.

DUTIES.

To be responsible to the Chief Civil Service Examiner for the supervision of the Examining Division.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.
Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P X 5).

TITLES OF POSITIONS.

Chief Civil Service Examiner.
Secretary, Civil Service Commission.

DUTIES.

To be responsible, under the Civil Service Commission, for the supervision of the Division of Appointments, for the administration of the business affairs of the Commission, and for the enforcement of its regulations; or for the general supervision of the activities of the Application and Examining Divisions.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and the determination of the maximum.

PHARMACOLOGIST GROUP.

Symbol (P K).

The term Pharmacologist Group is applied to those offices or employments of the Professional Service, in which incumbents are required to perform or supervise work requiring knowledge of the science of medicines, their nature, preparation, administration, and effects.

GRADE 1 (P K 1).**TITLES OF POSITIONS.**

Junior Pharmacologist.

DUTIES.

To perform under supervision the simplest kinds of pharmacological work requiring professional training, but not necessarily previous experience.

Examples:

Preparing specimens for histological examination.

Examining blood, tissues, and excreta.

Making blood counts.

Assisting in taking notes on experiments and keeping records.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P K 2).**TITLES OF POSITIONS.**

Assistant Pharmacologist.

DUTIES.

To perform under general direction assigned work in pharmacology, requiring professional training and previous experience, but not exercise of independent judgment.

Examples:

Determining the physiological action of drugs and poisons.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P K 3).**TITLES OF POSITIONS.**

Pharmacologist.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2, responsible professional work in pharmacology requiring extended training and considerable previous experience.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P K 4).**TITLES OF POSITIONS.**

Senior Pharmacologist.

DUTIES.

To perform independent and highly expert pharmacological work; to act as consultant in pharmacology; to be responsible for a major division of a large pharmacological organization or to act as assistant head of a large pharmacological organization.

GRADE 4 (P K 4)—Continued.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P K 5).

TITLES OF POSITIONS.

Chief Pharmacologist.

DUTIES.

To act as technical and administrative head of a large pharmacological organization.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PHYSICAL SCIENTIST GROUP.

Symbol (P Z).

The term Physical Scientist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work requiring knowledge of one or more of the physical sciences, such as physics, chemistry, geology, mathematics, astronomy, metallurgy, meteorology, or soil science.

GRADE 1 (P Z 1).

TITLES OF POSITIONS.

Junior Astronomer.

Junior Astronomer (Mathematical).

Junior Chemist.

Junior Geologist.

Junior Mathematician.

Junior Metallurgist.

Junior Meteorologist.

Junior Physicist.

DUTIES.

To perform under immediate supervision the simplest kinds of work in the physical sciences requiring professional training.

Examples:

Reducing astronomical observations, computing ephemerides, and the orbits of asteroids and comets.

Computing the various astronomical phenomena for the American Ephemeris and Nautical Almanac.

Making routine chemical analyses, synthesizing simple organic compounds.

GRADE 1 (P Z 1)—Continued.**DUTIES—Continued.***Examples—Continued.*

Making and recording geological observations, making preliminary studies of mineral prospects.

Making the simpler calculations in geodesy, oceanography, ballistics, or mathematical physics.

Taking standard meteorological observations; reducing and calculating meteorological data.

Making routine physical measurements; testing physical properties of metals; testing analytical balances and weights.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P Z 2).**TITLES OF POSITIONS.**

Assistant Astronomer.

Assistant Astronomer (Mathematical).

Assistant Chemist.

Assistant Geologist.

Assistant Mathematician.

Assistant Metallurgist.

Assistant Meteorologist.

Assistant Physicist.

DUTIES.

To perform under general direction assigned work in the physical sciences requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Observing celestial objects with astronomical instruments.

Preparing the ephemerides of the sun, moon, and planets; assisting in research work.

Assisting in chemical research; making independent analyses; analyzing official samples of food and drug products.

Tracing and mapping important geologic contacts of horizons; having charge of a small field party or subdivision thereof.

Making the more difficult calculations in geodesy, oceanography, construction work, ballistics, or mathematical physics.

Making metallurgical and metallographic tests; conducting minor metallurgical research.

Supervising the computation and reduction of meteorological observations.

Assisting in physical research; testing standard resistances, standard cells or standard thermometers; making radiometric determinations and wave-length measurements.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P Z 3).**TITLES OF POSITIONS.**

Astronomer.

Astronomer. (Mathematical.)

GRADE 3 (P Z 3)—Continued.**TITLES OF POSITIONS—Continued.**

Chemist.
 Geologist.
 Mathematician.
 Metallurgist.
 Meteorologist.
 Physicist.
 Soil Scientist.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional work in the physical sciences requiring extended training and considerable previous experience.

Examples:

Determining the difference of the longitude and the latitude; conducting astronomical research.

Making and revising star catalogues; preparing data for eclipse and longitude expeditions.

Perfecting methods for preparing organic compounds; devising new methods for chemical analysis; conducting chemical research.

Having charge of a geologic field party; preparing reports upon a geologic field.

Making calculations on special problems in applied mathematics.

Investigating metallurgical practices connected with manufacturing processes; interpreting the results of metallographic researches.

Planning and designing meteorological apparatus.

Planning and designing physical apparatus; investigating optical glass and optical instruments; developing methods for precision measurements and tests.

Investigating the distributional and other relations between a soil type or series and the distribution of a given geologic, climatic, or agricultural type.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P Z 4).**TITLES OF POSITIONS.**

Senior Astronomer.
 Senior Astronomer. (Mathematical.)
 Senior Chemist.
 Senior Geologist.
 Senior Mathematician.
 Senior Metallurgist.
 Senior Meteorologist.
 Senior Physicist.
 Senior Soil Scientist.

DUTIES.

To perform independent and highly expert work in the physical sciences; or to act as consultant in the physical sciences; or to be responsible for a minor division of a large, or a major division of a small organization doing such work.

GRADE 4 (P Z 4)—Continued.**COMPENSATION.**

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P Z 5).**TITLES OF POSITIONS.**

Principal Astronomer.
Principal Astronomer (Mathematical).
Principal Chemist.
Principal Geologist.
Principal Mathematician.
Principal Metallurgist.
Principal Meteorologist.
Principal Physicist.
Principal Soil Scientist.
Assistant Chief, Bureau of Chemistry.
Chief, Bureau of Soils.

DUTIES.

To act as head of a major division of a large organization performing work in the physical sciences or as assistant head of a large organization, or as head of a small organization; to act as consulting specialist; or to carry on the most advanced research in the physical sciences.

Examples:

Acting as chemist in charge of the Phytochemical Laboratory of the Bureau of Chemistry.

Acting as a consultant in the physics of aeronautics in the Bureau of Standards.

Acting as assistant chief of the Bureau of Chemistry or chief of the Bureau of Soils.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P Z 6).**TITLES OF POSITIONS.**

Chief, Bureau of Chemistry.
Chief, Weather Bureau.
Director, Geological Survey.
Director, Bureau of Standards.

DUTIES.

To act as technical and administrative head of a major bureau performing work in the physical sciences.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

GRADE 6 (P Z 6)—Continued.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PHYSICIAN GROUP.

Symbol (P Y).

The term Physician Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise such work in the care and treatment of the sick, and in the investigation, reporting, prevention, and correction of conditions unfavorable to the health of individuals or communities as may lawfully be performed by physicians.

GRADE 1 (P Y 1).

TITLES OF POSITIONS.

Junior Physician.

DUTIES.

To perform under supervision the simplest kinds of medical work requiring professional training but not necessarily previous experience.

Examples:

Serving as medical or surgical interne or as a junior assistant in pathology, bacteriology, psychology, psychiatry, or other specialized branches of medical science.

COMPENSATION.

Range of annual compensations, with maintenance, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

GRADE 2 (P Y 2).

TITLES OF POSITIONS.

Assistant Physician.
 Assistant Physician (Bacteriology).
 Assistant Physician (Examiner).
 Assistant Physician (Pathology).
 Assistant Physician (Psychiatry).
 Assistant Physician (Psychology).
 Assistant Physician (Serology).
 Assistant Physician (Venereology).
 Medical Inspector, Public Schools.
 Physician to the Poor, District of Columbia.

DUTIES.

To perform under general direction assigned medical work requiring professional training and previous experience.

Examples:

Assisting in the treatment and care of or in the examination or investigation of conditions affecting patients in a hospital or other Government establishment.

Preparing instructions for medical examination of claimants for pensions.

GRADE 2 (P Y 2)—Continued.**DUTIES**—Continued.*Examples*—Continued.

Under the general direction of the Chief Medical Inspector, visiting the public schools to inspect the sanitary condition of buildings, grounds, and appurtenances, and to make medical and physical examination of pupils.

Under the general direction of the Board of Charities, giving medical and surgical care and treatment to indigent sick persons in the District of Columbia.

COMPENSATION.

Range of annual compensation, \$1,860 to \$2,400, inclusive.

Salary rates, \$1,860, \$2,040, \$2,220, \$2,400.

GRADE 3 (P Y 3).**TITLES OF POSITIONS.**

Physician.

Physician (Bacteriology).

Physician (Examiner).

Physician (Neurology).

Physician (Pathology).

Physician (Pension Office).

Physician (Psychiatry).

Physician (Psychology).

Physician (Serology).

Coroner (District of Columbia).

Medical Inspector, Contagious Diseases, District of Columbia.

Physician (Police and Fire Departments).

DUTIES.

To perform independently, or with a small number of subordinates in Grades 1 and 2, nurses or other hospital attendants, responsible medical work requiring extended training and considerable previous experience.

Examples:

Taking charge of a less responsible or assisting in a more responsible service in a hospital or other Government establishment.

Making investigations pertaining to diseases or public health matters.

Taking initial action, independently or in consultation with superiors, upon claims for disability, death claims, and other claims for compensation or pensions.

Reviewing the work of examiners in grade 2; to determine whether medical questions, especially those relating to pathology, have been properly answered, and whether disabilities have been correctly described and properly rated.

Considering and deciding medical questions arising in pension claims in the Pension Office.

Considering evidence, rendering opinions, and preparing decisions in claims for pension or compensation on appeal, or in the preparation and trial of cases in which medical questions are involved, in the several departments.

Under the general supervision of the Chief of the Bureau of Preventable Diseases of the District of Columbia, investigating cases of contagious diseases.

GRADE 3 (P Y 3)—Continued.

DUTIES—Continued.

Examples—Continued.

Giving medical and surgical treatment to members of the Police and Fire Departments of the District of Columbia; making physical examination of applicants for appointment or retirement; giving emergency treatment to prisoners.

Holding inquests over any persons found dead in the District of Columbia.

COMPENSATION.

Range of annual compensation, \$2,640 to \$3,360, inclusive.

Salary rates, \$2,640, \$2,880, \$3,120 \$3,360.

GRADE 4 (P Y 4).

TITLES OF POSITIONS.

Senior Physician.

Senior Physician (Bacteriology).

Senior Physician (Child Hygiene).

Senior Physician (Neurology).

Senior Physician (Pathology).

Senior Physician (Pension Office).

Senior Physician (Psychiatry).

Senior Physician (Psychology).

Senior Physician (Serology).

Assistant Health Officer, District of Columbia.

Assistant Superintendent, St. Elizabeths Hospital.

Chief of Bureau of Preventable Diseases, District of Columbia.

Chief Medical Inspector, Public Schools.

Director Child Hygiene Division.

DUTIES.

To perform independent and highly expert medical work; to act as medical consultant; or to be responsible for a major hospital service, or for a special service or a special line of investigational work in medical science or public health.

Examples:

Conducting and directing difficult medical research work.

Teaching the public regarding matters pertaining to health and disease by lectures or other means.

Having administrative charge of all the medical and related work of the Pension Office.

Assisting in the general administration of St. Elizabeths Hospital.

Under the general direction of the Health Officer of the District of Columbia being responsible for the Bureau of Preventable Diseases, or having administrative charge of the medical and sanitary inspection of the public schools.

Assisting in the administration of the Health Department of the District of Columbia.

Planning and conducting investigations of the causes of infant, child, and maternal mortality in selected rural and urban communities.

Serving as advisor of the Children's Bureau in matters of hygiene.

GRADE 4 (P Y 4)—Continued.**COMPENSATION.**

Range of annual compensation, \$3,600 to \$4,200, inclusive.

Salary rates, \$3,600, \$3,900, \$4,200.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P Y 5).**TITLES OF POSITIONS.**

Superintendent, St. Elizabeths Hospital.

Health Officer, District of Columbia.

DUTIES.

To act as technical and administrative head of a Government hospital or other large medical organization; or to perform individually the most expert consulting work.

COMPENSATION.

Range of annual compensation, \$4,500 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PUBLIC INFORMATION AGENT GROUP.

Symbol (P P).

The term Public Information Agent Group is applied to those offices or employments of the Professional Service, in which incumbents are required to supervise or perform work in the preparation of informative material concerning matters of public interest or descriptive of various Government activities.

GRADE 1 (P P 1).**TITLES OF POSITIONS.**

Junior Public Information Agent.

Junior Public Information Agent, Scenario Editor.

DUTIES.

To perform under supervision the simplest kinds of public information work requiring professional training.

Examples:

Originating, writing, editing, and preparing scenarios.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P P 2).**TITLES OF POSITIONS.**

Assistant Editor.

Assistant Motion Picture Director.

Assistant Public Information Agent.

Assistant Public Information Agent (Exhibits).

GRADE 2 (P P 2)—Continued.

DUTIES.

To perform under general direction assigned public information work requiring professional training and previous experience.

Examples:

Assembling and demonstrating exhibit material.

Assembling data for writing, preparing, and editing articles for reports, bulletins, and the public press, for such bureaus as the Bureau of Education, the Bureau of Soils, or the Bureau of Geological Survey.

Reviewing scientific and technical publications for use in the public press.

Directing the making of motion pictures.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P P 3).

TITLES OF POSITIONS.

Editor.

Motion Picture Director.

Public Information Agent.

Public Information Agent (Exhibits).

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional public information work requiring extended training and considerable previous experience.

Examples:

Directing the editorial work of a department, bureau, or other Government organization, such as the Bureaus of Education, Soils, Labor Statistics, Geological Survey, or the States Relations Service.

Writing and preparing special articles involving original investigation.

Supervising the assembling of material for and demonstration of public exhibits.

Supervising the preparation of scenarios and the production and distribution of motion pictures.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P P 4).

TITLES OF POSITIONS.

Senior Public Information Agent.

DUTIES.

To perform independent and highly expert public information work or to be responsible for a public information organization.

Examples:

Planning, supervising, and directing the publication and issuance of reports, statements for the public press, and other informative activities of the Department of Agriculture, Department of State, War Department, or Department of the Interior.

GRADE 4 (P P 4)—Continued.**COMPENSATION.**

Range of annual compensation. \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

SOCIAL ECONOMIST GROUP.

Symbol (P O).

The term Social Economist Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise social and industrial investigation, research, and relief or to enforce social and industrial legislation.

GRADE 1 (P O 1).**TITLES OF POSITIONS.**

Junior Social Economist.

Junior Social Economist (Age Certificates).

Junior Social Economist (Child Labor Permits).

Junior Social Economist (Employees' Compensation).

Junior Social Economist (Eight-hour Law).

Junior Social Economist (Social Hygiene).

Junior Employment Agent (Indians).

Junior Employment Agent (Military).

DUTIES.

To perform under immediate supervision the simplest kinds of social and industrial law enforcement, investigation, research, and relief, requiring professional training.

Examples:

Acting as child labor permit clerk, age-certificate inspector, Indian welfare agent, military welfare investigator.

Investigating proposed awards to relatives of civil employees who lost their lives in the performance of their duties.

Obtaining statistics on and conducting minor investigations into the cost of living.

Compiling and writing digests of labor news.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P O 2).**TITLES OF POSITIONS.**

Assistant Employment Agent (Disabled Soldiers).

Assistant Social Economist.

Assistant Social Economist (Child Labor Tax).

Assistant Social Economist (Social Hygiene).

Assistant Secretary, Minimum Wage Board, District of Columbia.

GRADE 2 (P O 2)—Continued.

TITLES OF POSITIONS—Continued.

Executive Secretary, Board of Children's Guardians, District of Columbia.

Welfare Director.

DUTIES.

To perform under general direction assigned work in social and industrial law enforcement, investigation, research, and relief, requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Acting as employment agent for disabled soldiers or as child labor tax inspector.

Collecting, analyzing, and digesting data connected with social or industrial investigations or research.

Conducting field investigations of various phases of labor law administration.

Supervising research work in child welfare.

Investigating working conditions of Government women employees.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P O 3).

TITLES OF POSITIONS.

Social Economist.

Social Economist (Child Labor Problems).

Social Economist (Industrial Relations).

Social Economist (Farm Labor Problems).

Social Economist (Social Hygiene).

Director, Child Labor Tax Division.

Employment Agent (Disabled Soldiers).

Employment Agent (Military).

Labor Conciliator.

Secretary, Minimum Wage Board, District of Columbia.

DUTIES.

To perform independently, or with a small number of subordinates in grades 1 and 2, responsible work in social economics, requiring extended training and considerable previous experience.

Examples:

Performing supervisory field and office work in securing employment for discharged soldiers.

Acting as assistant head of the work of placement in employment and follow up after placement of disabled soldiers, sailors, and marines.

Administering the minimum wage law in the District of Columbia.

Directing organization work to handle the farm labor problem.

Preparing the report of a survey on infant mortality.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P O 4).**TITLES OF POSITIONS.**

Senior Social Economist.
Senior Social Economist (Child Welfare).
Senior Social Economist (Wages and Working Conditions).
Senior Social Economist (Women in Industry).
Assistant Director General, United States Employment Service.
Assistant Director of Conciliation.
Executive Secretary, Board of Charities, District of Columbia.
Senior Employment Agent (Disabled Soldiers).

DUTIES.

To perform independent and highly expert work in social economics, to act as consultant in social economics, or to be responsible for a major division of large, or an entire small organization employed in such work.

Examples:

Acting as head of the placement work of the Board for Vocational Education or as assistant head of the United States Employment Service.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.
Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P O 5).**TITLES OF POSITIONS.**

Principal Social Economist.
Principal Social Economist (Industrial Relations).
Chief of Women's Bureau.
Director of Conciliation.
Director General, United States Employment Service.

DUTIES.

To act as head of a major division of a large organization or as assistant head of a large organization, or as head of a small organization, doing work in social economics; or to carry on the most advanced research in these fields.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (P O 6).**TITLES OF POSITIONS.**

Commissioner of Labor Statistics.
Chief of Children's Bureau.

DUTIES.

To act as technical and administrative head of a major bureau or organization doing work in social economics.

GRADE 6 (P O 6)—Continued.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest grade. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

STATISTICIAN GROUP.

Symbol (P S).

The term Statistician Group is applied to those offices or employments of the Professional Service, in which incumbents are required to perform or supervise statistical or actuarial work.

GRADE 1 (P S 1).

TITLES OF POSITIONS.

Junior Statistician.

DUTIES.

To perform under immediate supervision the simplest kinds of statistical work requiring professional training.

Examples:

Editing statistical publications for form and substance.

Gathering statistical material from foreign publications.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P S 2).

TITLES OF POSITIONS.

Assistant Statistician.

DUTIES.

To perform under general direction assigned statistical work requiring professional training and previous experience, but not the exercise of independent judgment.

Examples:

Analyzing statistics and preparing text for State bulletins on the census of agriculture, manufactures, or population.

Compiling and analyzing data submitted by field men on the cost of production of milk.

Assistant statisticians of higher rank by designing table forms and illustrative diagrams and by writing sections of reports.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P S 3).

TITLES OF POSITIONS.

Actuary.

Statistician.

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GRADE 3 (P S 3)—Continued.**DUTIES.**

To perform independently, or with a small number of subordinates in grades 1 and 2, responsible statistical and actuarial work requiring extended training and considerable experience.

Examples:

Supervising the regular collection and tabulation of statistics and analyzing results regarding union wages, wholesale prices, or the production of cotton or other special crops.

Planning and analyzing the results of censuses of important industries.

Preparing statistical memoranda or reports or sections in important statistical publications involving thorough research.

Managing a large organization of statistical clerks, typists, and stenographers engaged in the tabulation of actuarial data.

Making studies of war risk and pension laws of various countries.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P S 4).**TITLES OF POSITIONS.**

Senior Actuary.

Senior Statistician.

Treasury Actuary.

DUTIES.

To perform independent and highly expert statistical or actuarial work, or to be responsible for a minor division of a large, or a major division of a small statistical or actuarial organization.

Examples:

Planning and supervising the regular collection and tabulation of statistics relating to education, foreign commerce, or forest products.

Planning, supervising, and interpreting the strictly statistical portions of the work of the Children's Bureau.

Preparing, independently, comprehensive statistical reports regarding the foreign born, the negroes, port and harbor facilities, influenza, and pellagra.

Assisting the Principal Actuary of the Bureau of War Risk Insurance in the advanced technical actuarial work of the bureau.

COMPENSATION.

Range of annual salaries, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P S 5).**TITLES OF POSITIONS.**

Principal Actuary.

Principal Statistician.

GRADE 5 (P S 5)—Continued.

DUTIES.

To act as head of a major division, or as assistant head of a large statistical or actuarial organization, or as technical and administrative head of a small statistical or actuarial organization; or to carry on most advanced lines of statistical or actuarial research; or to act as consulting specialist in the most important statistical or actuarial matters.

Examples:

Conducting the decennial census of population or agriculture or the quinquennial census of manufactures.

Conducting the statistical work of the Interstate Commerce Commission, the Bureau of Labor Statistics, or the Federal Reserve Board.

Directing the actuarial work of the Bureau of War Risk Insurance.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GROUP 6 (P S 6).

TITLES OF POSITIONS.

Director of the Census.

DUTIES.

To direct the activities of the Bureau of the Census.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

THERAPEUTIST GROUP.

Symbol (P H).

The term Therapist-Group is applied to those offices or employments of the Professional Service in which incumbents are required to perform or supervise work involved in the rehabilitation of disabled soldiers or other patients in a Government hospital.

GRADE 1 (P H 1).

TITLES OF POSITIONS.

Occupational Therapist.

Physiotherapist.

DUTIES.

Under supervision, to conduct training classes for patients in a Government hospital, giving instruction either in commercial and academic subjects or in the arts and handicrafts, or to apply the principles of physiotherapy in the treatment of patients in a Government hospital, to apply massage, electrotherapy and hydrotherapy, and to conduct remedial exercises.

GRADE 4 (P Y 4)—Continued.**COMPENSATION.**

Range of annual compensation, \$3,600 to \$4,200, inclusive.

Salary rates, \$3,600, \$3,900, \$4,200.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P Y 5).**TITLES OF POSITIONS.**

Superintendent, St. Elizabeths Hospital.

Health Officer, District of Columbia.

DUTIES.

To act as technical and administrative head of a Government hospital or other large medical organization; or to perform individually the most expert consulting work.

COMPENSATION.

Range of annual compensation, \$4,500 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PUBLIC INFORMATION AGENT GROUP.

Symbol (P P).

The term Public Information Agent Group is applied to those offices or employments of the Professional Service, in which incumbents are required to supervise or perform work in the preparation of informative material concerning matters of public interest or descriptive of various Government activities.

GRADE 1 (P P 1).**TITLES OF POSITIONS.**

Junior Public Information Agent.

Junior Public Information Agent, Scenario Editor.

DUTIES.

To perform under supervision the simplest kinds of public information work requiring professional training.

Examples:

Originating, writing, editing, and preparing scenarios.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P P 2).**TITLES OF POSITIONS.**

Assistant Editor.

Assistant Motion Picture Director.

Assistant Public Information Agent.

Assistant Public Information Agent (Exhibits).

GRADE 2 (P P 2)—Continued.

DUTIES.

To perform under general direction assigned public information work requiring professional training and previous experience.

Examples:

Assembling and demonstrating exhibit material.

Assembling data for writing, preparing, and editing articles for reports, bulletins, and the public press, for such bureaus as the Bureau of Education, the Bureau of Soils, or the Bureau of Geological Survey.

Reviewing scientific and technical publications for use in the public press.

Directing the making of motion pictures.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P P 3).

TITLES OF POSITIONS.

Editor.

Motion Picture Director.

Public Information Agent.

Public Information Agent (Exhibits).

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional public information work requiring extended training and considerable previous experience.

Examples:

Directing the editorial work of a department, bureau, or other Government organization, such as the Bureaus of Education, Soils, Labor Statistics, Geological Survey, or the States Relations Service.

Writing and preparing special articles involving original investigation.

Supervising the assembling of material for and demonstration of public exhibits.

Supervising the preparation of scenarios and the production and distribution of motion pictures.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P P 4).

TITLES OF POSITIONS.

Senior Public Information Agent.

DUTIES.

To perform independent and highly expert public information work or to be responsible for a public information organization.

Examples:

Planning, supervising, and directing the publication and issuance of reports, statements for the public press, and other informative activities of the Department of Agriculture, Department of State, War Department, or Department of the Interior.

GRADE 4 (P Y 4)—Continued.**COMPENSATION.**

Range of annual compensation, \$3,600 to \$4,200, inclusive.

Salary rates, \$3,600, \$3,900, \$4,200.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (P Y 5).**TITLES OF POSITIONS.**

Superintendent, St. Elizabeths Hospital.

Health Officer, District of Columbia.

DUTIES.

To act as technical and administrative head of a Government hospital or other large medical organization; or to perform individually the most expert consulting work.

COMPENSATION.

Range of annual compensation, \$4,500 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

PUBLIC INFORMATION AGENT GROUP.

Symbol (P P).

The term Public Information Agent Group is applied to those offices or employments of the Professional Service, in which incumbents are required to supervise or perform work in the preparation of informative material concerning matters of public interest or descriptive of various Government activities.

GRADE 1 (P P 1).**TITLES OF POSITIONS.**

Junior Public Information Agent.

Junior Public Information Agent, Scenario Editor.

DUTIES.

To perform under supervision the simplest kinds of public information work requiring professional training.

Examples:

Originating, writing, editing, and preparing scenarios.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (P P 2).**TITLES OF POSITIONS.**

Assistant Editor.

Assistant Motion Picture Director.

Assistant Public Information Agent.

Assistant Public Information Agent (Exhibits).

GRADE 2 (P P 2)—Continued.

DUTIES.

To perform under general direction assigned public information work requiring professional training and previous experience.

Examples:

Assembling and demonstrating exhibit material.

Assembling data for writing, preparing, and editing articles for reports, bulletins, and the public press, for such bureaus as the Bureau of Education, the Bureau of Soils, or the Bureau of Geological Survey.

Reviewing scientific and technical publications for use in the public press.

Directing the making of motion pictures.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (P P 3).

TITLES OF POSITIONS.

Editor.

Motion Picture Director.

Public Information Agent.

Public Information Agent (Exhibits).

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible professional public information work requiring extended training and considerable previous experience.

Examples:

Directing the editorial work of a department, bureau, or other Government organization, such as the Bureaus of Education, Soils, Labor Statistics, Geological Survey, or the States Relations Service.

Writing and preparing special articles involving original investigation.

Supervising the assembling of material for and demonstration of public exhibits.

Supervising the preparation of scenarios and the production and distribution of motion pictures.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (P P 4).

TITLES OF POSITIONS.

Senior Public Information Agent.

DUTIES.

To perform independent and highly expert public information work or to be responsible for a public information organization.

Examples:

Planning, supervising, and directing the publication and issuance of reports, statements for the public press, and other informative activities of the Department of Agriculture, Department of State, War Department, or Department of the Interior.

SUBPROFESSIONAL SERVICE.

Symbol (S).

The term Subprofessional Service is applied to those offices or employments the duties of whose incumbents are to perform work not requiring professional training, incident, subordinate, or preparatory to work outlined in the various groups of the Professional Service.

CIVIL SERVICE EXAMINING ASSISTANT GROUP.

Symbol (S X).

The term Civil Service Examining Assistant Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform routine work in the rating of civil service examination papers not requiring professional training.

GRADE (S X 1).

TITLES OF POSITIONS.

Civil Service Examining Assistant.

DUTIES.

To perform simple routine work in the rating of civil service examination papers not requiring professional training.

Examples:

Rating civil service examination papers by the use of keys or rating schedules.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

DENTAL HYGIENIST GROUP.

Symbol (S H).

The term Dental Hygienist Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to assist dental surgeons in a Government hospital, or to give oral prophylactic treatment in public schools or dental infirmaries, or to give instruction in oral hygiene.

GRADE (S H 1).

TITLES OF POSITIONS.

Dental Hygienist.

DUTIES.

To assist dental surgeons; to give oral prophylactic treatment; or to give instruction in oral hygiene.

Examples:

Mixing filling materials.

Removing deposits, accretions, and stains from the teeth.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

DRAFTSMAN GROUP.

Symbol (S D).

The term Draftsman Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform drafting work incident or subordinate to the practice of engineering, architecture, or illustration, not requiring professional training.

GRADE 1 (S D 1).

TITLES OF POSITIONS.

Copyst Draftsman.

DUTIES.

To perform the simplest routine work in a drafting room not requiring professional training.

Examples:

Making simple tracings.
Filing and indexing drawings.
Lettering.
Making hand corrections on printed maps and charts.
Making simple drawings and diagrams.

COMPENSATION.

Range of annual compensation \$1,080 to \$1,320, inclusive.
Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (S D 2).

TITLES OF POSITIONS.

Draftsman (Aeronautical).
Draftsman (Architectural).
Draftsman (Automotive).
Draftsman (Cartographic).
Draftsman (Civil).
Draftsman (Electrical).
Draftsman (Illustrative).
Draftsman (Landscape).
Draftsman (Marine).
Draftsman (Mechanical).
Draftsman (Naval).
Engrosser.

DUTIES.

To do general drafting work requiring skill in the use of drawing instruments and elementary knowledge of engineering, architecture, or illustration, but not professional training.

Examples:

Performing minor drafting.
Plotting surveys from notes.
Coloring and mounting maps.
Detailing minor architectural work.
Engrossing and lettering.
Making detail drawings of electrical, mechanical, marine, or naval work.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.
Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

ENGINEERING AID GROUP.

Symbol (S N).

The term Engineering Aid Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform work incident or subordinate to the practice of any branch of engineering which involves the use of engineering instruments and apparatus and of mathematical tables, but which does not require professional training.

GRADE 1 (S N 1).**TITLES OF POSITIONS.**

Junior Engineering Aid.

DUTIES.

To perform the simplest work in laboratory, office, or field incident or subordinate to any branch of engineering, but not requiring professional training.

Examples:

Setting up apparatus.
Compiling field data or laboratory notes.
Caring for instruments.
Working as rodman, chainman, or tracer.
Indexing maps, plans, and notebooks.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (S N 2).**TITLES OF POSITIONS.**

Engineering Aid (Ceramic).
Engineering Aid (Civil).
Engineering Aid (Electrical).
Engineering Aid (Materials).
Engineering Aid (Mechanical).
Engineering Aid (Mining).

DUTIES.

To perform difficult work in laboratory, office, or field incident or subordinate to any branch of engineering, and occasionally involving supervision of employees in Grade 1, but not requiring professional training.

Examples:

Recording data in laboratory or field.
Assisting in making tests of instruments, apparatus, and materials.
Operating and caring for surveying instruments.
Making measurements and estimates.
Making simple calculations and computations.
Plotting and checking field notes.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

FOREST AID GROUP.

Symbol (S F).

The term Forest Aid Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform work incident or subordinate to the practice of forestry which does not require professional training.

GRADE 1 (S F 1).

TITLES OF POSITIONS.

Junior Forest Aid.

DUTIES.

To perform the simplest routine work in forestry in office or field which does not require professional training.

Examples:

Serving on forest fire patrol.

Constructing trails and other forest improvements.

Assisting in forest product laboratories, forest experiment stations, or forest industry studies.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (S F 2).

TITLES OF POSITIONS.

Forest Aid.

DUTIES.

To perform difficult work in forestry not requiring professional training.

Examples:

Assisting in forest investigations or in timber and range estimating.

Assisting in the preparation of material for timber tests.

Protecting and handling a minor forest unit.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

LAW ASSISTANT GROUP.

Symbol (S W).

The term Law Assistant Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to assist attorneys by the performance of subordinate legal work requiring some knowledge of law and legal procedure but not requiring professional training.

GRADE (S W 1).

TITLES OF POSITIONS.

Law Assistant.

DUTIES.

To assist attorneys by the performance of subordinate legal work which does not require professional training.

Examples:

Collecting authorities and decisions.

Assisting in the preparation of drafts of legal opinions and briefs.

GRADE 1 (S W 1)—Continued.**COMPENSATION.**

Range of annual compensation, \$1,440 to \$1,800, inclusive.
Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

LIBRARY ASSISTANT GROUP.

(S B).

The term Library Assistant Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform simple library work not requiring professional training.

GRADE 1 (S B 1).**TITLES OF POSITIONS.**

Junior Library Assistant.

DUTIES.

To perform the simplest library work not requiring professional training.

Examples:

Charging and discharging books at the circulation desk.
Sorting, stamping, and recording periodical material.
Assisting in elementary cataloguing.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.
Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (S B 2).**TITLES OF POSITIONS.**

Library Assistant.

DUTIES.

To perform difficult library work not requiring professional training.

Examples:

Doing simple cataloguing, shelf listing, and accessioning.
Checking book catalogues and bibliographical lists.
Doing simple reference and bibliographical work.
Serving the public at circulation desks.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.
Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

MARKETING AID GROUP.

Symbol (S R).

The term Marketing Aid Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform routine work, not requiring professional training, in collecting data concerning marketing conditions and in testing and analyzing samples of specific farm products.

GRADE 1 (S R 1).**TITLES OF POSITIONS.**

Marketing Aid.

DUTIES.

To perform routine work in collecting data concerning marketing conditions and in testing and analyzing specific farm products.

RADE 1 (S R 1)—Continued.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.
Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

MUSEUM ASSISTANT GROUP.

Symbol (S M).

The term Museum Assistant Group is applied to those offices or employees of the Subprofessional Service in which incumbents are required to perform work involved in preparing and caring for museum specimens or exhibits which requires technical knowledge and skill but not professional training.

RADE 1 (S M 1).

TITLES OF POSITIONS.

Junior Modeler.
Junior Osteologist.
Junior Preparator.
Junior Taxidermist.

DUTIES.

To perform the simplest work involved in preparing and caring for museum specimens or exhibits which does not require professional training.

Examples:

Making molds, casts, and wax models.
Cleaning and preparing skeletal material for mounting.
Cutting specimens from rock formation.
Cleaning, preparing, and mounting skins of animals, birds, and fishes.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.
Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

RADE 2 (S M 2).

TITLES OF POSITIONS.

Osteologist.
Preparator.
Taxidermist.

DUTIES.

To perform difficult work involved in preparing and caring for museum specimens and exhibits which does not require professional training, or to supervise the work of assistants in Grade 1.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.
Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

RADE 3 (S M 3).

TITLES OF POSITIONS.

Chief Museum Assistant.

DUTIES.

To perform highly skilled technical work in preparing and caring for museum specimens and exhibits which does not require professional training; or to supervise the work of assistants in Grades 1 and 2.

COMPENSATION.

Range of annual compensation, \$1,980 to \$2,340, inclusive.
Salary rates, \$1,980, \$2,160, \$2,340.

PHARMACIST GROUP.

Symbol (S P).

The term Pharmacist Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to receive instruction and to perform work in the handling, compounding, preserving, and dispensing of drugs and medicines according to the prescriptions of medical practitioners or standard formulae.

GRADE (S P 1).**TITLES OF POSITIONS.**

Apprentice Pharmacist.

DUTIES.

To receive such instruction and to perform such practical apprentice work in the handling, compounding, and dispensing of drugs and medicines as constitute preparation for the examination for a license to practice pharmacy.

COMPENSATION.

Range of annual compensation with maintenance, \$240 to \$360, inclusive.

Salary rates, \$240, \$300, \$360.

GRADE 2 (S P 2).**TITLES OF POSITIONS.**

Assistant Pharmacist.

DUTIES.

To compound, preserve, and dispense drugs and medicines in a small Government hospital, or to assist a pharmacist in a large Government hospital, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 3 (S P 3).**TITLES OF POSITIONS.**

Pharmacist.

DUTIES.

To compound, preserve, and dispense drugs and medicines in a large Government hospital, to supervise the work of employees in Grade 1, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

RELIEF MAP MODELER GROUP.

Symbol (S O).

The term Relief Map Modeler Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform work involved in the making of relief maps, which does not require professional training.

GRADE 1 (S O 1).

TITLES OF POSITIONS.

Relief Map Modeler.

DUTIES.

To perform simple work involved in the making of relief maps not requiring professional training.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

GRADE 2 (S O 2).

TITLES OF POSITIONS.

Chief Relief Map Modeler.

DUTIES.

To supervise the making of relief maps and to perform personally the more difficult relief-map construction work not requiring professional training.

COMPENSATION.

Range of annual compensation, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,160, \$2,340.

SCIENTIFIC AID GROUP.

Symbol (S S).

The term Scientific Aid Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to assist scientists in the Professional Service by the performance of routine laboratory or field work which requires some scientific knowledge but not professional training.

GRADE 1 (S S 1).

TITLES OF POSITIONS.

Junior Aid (Botany).

Junior Aid (Chemistry).

Junior Aid (Meteorology).

Junior Aid (Physics).

Junior Aid (Zoology).

DUTIES.

To assist professional scientific workers by performing under supervision the simplest routine work in laboratory or field, not requiring professional training.

Examples:

Caring for materials and apparatus.

Preparing solutions and specimens.

Caring for experimental animals and plants.

Making microscopic mounts.

Performing the simplest routine analyses.

Making and recording meteorological observations.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (S S 2).**TITLES OF POSITIONS.**

Aid (Astronomy).
 Aid (Botany).
 Aid (Chemistry).
 Aid (Geology).
 Aid (Meteorology).
 Aid (Physics).
 Aid (Zoology).

DUTIES.

To assist professional scientific workers by performing under supervision difficult work in laboratory or field, not requiring professional training.

Examples:

Making routine analyses.
 Preparing diets for animals under experiment.
 Making culture transfers.
 Laying out orchard spraying and demonstration experiments.
 Reading galvanometers, tachometers, etc.
 Making mounts.
 Making routine astronomical reductions.
 Acting as rodman in a geologic field party.
 Taking and reducing meteorological observations.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.
 Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

SOCIAL INVESTIGATOR GROUP.**Symbol (S I).**

The term Social Investigator Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform, supervise, or direct social service work not requiring professional training.

GRADE 1 (S I 1).**TITLES OF POSITIONS.**

Probation Officer.
 School Attendance Officer.
 Social Investigator.
 Welfare Worker.

DUTIES.

To perform routine social work or to conduct simple social investigations.

Examples:

Investigating and reporting upon cases of nonattendance at school.
 Investigating and reporting upon cases of probationers for the District Supreme Court, the Juvenile Court, or the Police Court.
 Supervising and instructing probationers.
 Doing welfare work for the employees of a Government department or bureau.

GRADE 1 (S I 1)—Continued.

DUTIES—Continued.

Examples—Continued.

Investigating charitable institutions of the District of Columbia for the Board of Charities.

Receiving and investigating applications for admission to charitable institutions of the District of Columbia.

Investigating cases of mistreatment or destitution of children in the District of Columbia for the Board of Children's Guardians.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

GRADE 2 (S I 2).

TITLES OF POSITIONS.

Chief Probation Officer.

Chief School Attendance Officer.

Chief Social Investigator.

DUTIES.

To supervise or direct the work of employees in Grade 1 and to perform personally social work of difficulty and importance.

Examples:

Acting as Chief Probation Officer for the District Supreme Court, the Juvenile Court, or the Police Court, or as Chief Social Investigator for the Board of Children's Guardians.

COMPENSATION.

Chief School Attendance Officer, Chief Social Investigator:

Range of annual compensation, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,160, \$2,340.

Chief Probation Officer:

Range of annual compensation, \$2,340 to \$2,700, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700.

STUDENT NURSE GROUP.

Symbol (S C).

The term Student Nurse Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to receive such instruction and perform such routine nursing work as may be prerequisite to qualifying as a registered nurse.

GRADE 1 (S C 1).

TITLES OF POSITIONS.

Student Nurse.

DUTIES.

To receive such instruction and to perform such routine nursing work as may be prerequisite to qualifying as a registered nurse.

COMPENSATION.

Range of annual compensation with maintenance, \$180 to \$300, inclusive.

Salary rates, \$180, \$240, \$300.

TRANSLATOR ASSISTANT GROUP.

Symbol (S T).

The term Translator Assistant Group is applied to those offices or employments of the Subprofessional Service in which incumbents are required to perform simple translation work, requiring knowledge of foreign languages, but not professional training.

GRADE 1 (S T 1).**TITLES OF POSITIONS.**

Translator Assistant.

DUTIES.

To translate simple subject matter from one or more foreign languages or to search and make extracts from publications or manuscripts in these languages when such work does not require professional training.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

Translator Assistants may receive an additional compensation of \$60 for each foreign language used in addition to the one required by the grade. A dialect of a language in which an employee is qualified shall not be considered an additional foreign language. Such additional compensation shall not be paid to any employee unless such foreign language shall be useful in the current work of his department.

EDUCATIONAL SERVICE.

(Symbol (E)).

The term Educational Service is applied to those offices or employments the duties of whose incumbents are to perform routine, supervisory, advisory, research, or administrative work requiring knowledge of the theory and practice of education, or training or experience in the organization of recreational and other community activities.

COMMUNITY WORKER GROUP.

Symbol (E C).

The term Community Worker Group is applied to those offices or employments of the Educational Service in which incumbents are required to perform routine, administrative, or advisory work involved in the organization and operation of recreational or community activities.

GRADE 1 (E C 1).

TITLES OF POSITIONS.

Assistant Community Secretary.
Life Guard.
Play Leader.

DUTIES.

To assist in the direction of community activities of a civic or recreational character; or to perform the simplest work involved in organizing and directing the play of children at public playgrounds or recreation centers; or to give instruction in swimming and to guard the safety of persons using public swimming pools or beaches.

COMPENSATION.

Assistant Community Secretary—

Rate of compensation, \$3 per night.

Life Guard, Play Leader—

Range of annual compensation for full-time service, \$1,080 to \$1,320, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

Range of annual compensation for part-time, averaging not less than 27 hours per week, \$660 to \$900, inclusive.

Salary rates, \$660, \$720, \$780, \$840, \$900.

GRADE 2 (E C 2).

TITLES OF POSITIONS.

Community Secretary.
Director of Swimming.
Playground Director.

DUTIES.

Under direction, to be responsible for the maintenance and operation of a community center or municipal playground or bathing beach, including the organization of activities, the care of public property, and, in some cases, supervision of other employees.

GRADE 2 (E C 2)—Continued.**COMPENSATION.**

Range of annual compensation for full-time service, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

Range of annual compensation for part-time service averaging not less than 27 hours per week, \$840 to \$1,200, inclusive.

Salary rates, \$840, \$960, \$1,080, \$1,200.

Range of annual compensation for part-time service averaging not less than 18 hours per week, \$720 to \$1,080, inclusive.

Salary rates, \$720, \$840, \$960, \$1,080.

GRADE 3 (E C 3).**TITLES OF POSITIONS.**

Assistant General Secretary of Community Organization, District of Columbia.

Executive Secretary, General Civic Center.

Supervisor of Athletics.

Supervisor of Community Center Dancing.

Supervisor, Playground Training Class.

Supervisor of Special Events.

DUTIES.

To be responsible for a major division of specialized community work or to act as assistant head of an entire community or recreational system.

Examples:

Supervising athletics, or special events, such as pageants, in the whole municipal playground system; supervising dancing in community centers; instructing playground workers; conducting community activities centering at Central High School.

COMPENSATION.

Range of annual compensation for full-time service, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,980, \$2,160.

Range of annual compensation for part-time service averaging not less than 27 hours per week, \$1,200 to \$1,560, inclusive.

Salary rates, \$1,200, \$1,380, \$1,560.

GRADE 4 (E C 4).**TITLES OF POSITIONS.**

General Secretary of Community Organization, District of Columbia.

Specialist in Community Organization.

Superintendent of Municipal Recreation, District of Columbia.

DUTIES.

To perform the highest order of administrative work in community organization or recreation within the District of Columbia, or under the Commissioner of Education to advise and assist officials and private persons in problems relating to community organization.

COMPENSATION.

Range of annual compensation for full-time service, \$3,000 to \$3,480, inclusive.

Salary rates, \$3,000, \$3,240, \$3,480.

EDUCATION SPECIALIST GROUP.

Symbol (E E).

The term Education Specialist Group is applied to those offices or employments of the Educational Service in which incumbents are required to perform or supervise advisory or research work requiring knowledge of the theory and practice of education.

GRADE 1 (E E 1).

TITLES OF POSITIONS.

Junior Education Specialist.

DUTIES.

To perform under supervision the simplest kinds of educational research work requiring pedagogical training, but not necessarily previous experience.

Examples:

Gathering material for special reports and bulletins on school hygiene and physical education.

Studying literature on tests of ability, and critically evaluating such tests of school children.

Preparing material for Americanization education and co-operating with schools in Americanization work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (E E 2).

TITLES OF POSITIONS.

Assistant Education Specialist.

DUTIES.

To perform under general direction assigned work in educational research, requiring pedagogical training and previous experience, but not the exercise of independent judgment.

Examples:

Reviewing and appraising literature in a given educational field, such as agriculture or home economics.

Conducting or directing field investigations in safety and hygiene.

Preparing articles for publication in connection with the promotion of education.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

GRADE 3 (E E 3).

TITLES OF POSITIONS.

Education Specialist.

DUTIES.

To perform independently or with a small number of subordinates in grades 1 and 2 responsible advisory or research work in education requiring extended pedagogical training and considerable previous experience.

GRADE 3 (E E 3)—Continued.**DUTIES—Continued.***Examples:*

- Aiding in efficiency studies of a public-school system.
- Directing educational projects in research and investigation, or in organization.
- Organizing and conducting conferences on special lines of education, or taking part in such conferences.
- Preparing for publication the results of studies.
- Reviewing and appraising the results of studies prepared by subordinates or by others.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.
Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (E E 4).**TITLES OF POSITIONS.**

Senior Education Specialist.

DUTIES.

To perform independent and highly expert work in educational research, to act as educational consultant, or to be responsible for a major division of an educational bureau.

Examples:

- Conducting surveys of school systems.
- Directing vocational education.
- Supervising Americanization education in cooperation with schools.
- Organizing and conducting conferences of representatives in a given field of education.
- Furnishing for administrative action, expert or critical advice upon policies, plans, and projects.
- Serving as consulting specialist for State, municipal, and other educational authorities.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.
Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 5 (E E 5).**TITLES OF POSITIONS.**

Principal Education Specialist.

DUTIES.

To act as assistant head of a large educational bureau or organization, or as head of a major division of such an organization, or as technical and administrative head of a small bureau or organization, or to act as consulting specialist in education of the most expert type.

Examples:

- Performing and directing research of the broadest scope or acting as consulting specialist in educational administration, higher education, or military education.

GRADE 5 (E E 5)—Continued.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (E E 6).

TITLES OF POSITIONS.

Director, Federal Board for Vocational Education.
Commissioner of Education.

DUTIES.

To act as technical and administrative head of a major educational bureau or organization.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

CLERICAL SERVICE.

Symbol (C).

The term Clerical Service is applied to those offices or employments the duties of whose incumbents are to perform routine or administrative office work requiring business ability or specialized training.

CLERK GROUP.

Symbol (C C).

The term Clerk Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform routine or specialized clerical work not included in the other groups of the Clerical Service.

Special Regulation Regarding Titles.—Specialized titles do not appear in the Clerk Group. If experience indicates that specialized titles are required, they may be made up by adding in brackets after the general title the italicized phrase under Compensation used to indicate types of work commanding certain salary ranges, as, for example, Junior Clerk (Telephone).

GRADE 1 (C C 1).

TITLES OF POSITIONS.

Junior Clerk.

DUTIES.

To perform the simplest routine clerical work under immediate supervision.

COMPENSATION.

Range A, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

Range B, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

Range A (\$1,080–\$1,200) shall be applied to the following types of junior clerical work:

Automatic Addressing.—Feeding automatic addressing machine.

Counting.—Counting sheets of paper used in printing money, stamps, and securities.

Filing.—Simple assorting and arranging material for files.

Mailing.—Simple handling of mail in a Department or Bureau Post Office, or preparing and dispatching outgoing mail.

Office Supplies.—Assisting in receiving, issuing, storing, and inventorying office supplies.

Securities.—Assisting in receiving, issuing, and storing currency, securities, and stamps, or dies, rolls, or plates for the printing thereof.

Telephone.—Operating switchboard under supervision.

GRADE 1 (C C 1)—Continued.

COMPENSATION—Continued.

Range B (\$1,140–\$1,260) shall be applied to the following types of junior clerical work:

Address Plate Cutting.

Address Plate Verifying.

Addressing Machine Operating.—Operating a hand addressing machine.

Assorting Machine Operating.—Operating a noncounting assorting machine.

Commissary.—Taking, filling, and checking orders in commissary stores.

Counting.—Verifying count of currency, stamps, and certificates.

Dead Letters.—Assisting in handling dead-letter mail.

Mechanical Tabulation Filing.—Simple filing of mechanical tabulation punch cards.

Mimeographing.

Miscellaneous Appliance Operating.—Operating, sealing, tying, pasting, stitching, signature, or other simple machines.

Publications.—Receiving, checking, storing, and issuing publications, and maintaining simple incidental records; maintaining subscription and mailing list.

Purchasing.—Comparing specifications, assisting in opening bids, and checking bidders' samples.

Recording.—Making routine entries in office or legal records, such as applications for trade-marks and copyrights.

GRADE 2 (C C 2).

TITLES OF POSITIONS.

Assistant Clerk.

DUTIES.

To perform, under supervision, assigned clerical work requiring training or experience but not the exercise of independent judgment.

COMPENSATION.

Range A, \$1,260 to \$1,500, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380, \$1,440, \$1,500.

Range B, \$1,320 to \$1,560, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440, \$1,500, \$1,560.

Range A (\$1,260–\$1,500) shall be applied to the following types of assistant clerical work:

Accounting.—Indexing and recording property accounts and returns.

Docketing.—Receiving, acknowledging, arranging, or classifying as instructed, docketing, filing, indexing, preparing, and routing legal papers and exhibits; searching legal files.

Filing.—Indexing, briefing, searching and operating file.

Finger-Print Classification.—Examining, classifying, filing, searching, and verifying finger-print records.

Indexing.—Simple work in indexing Government publications.

GRADE 2 (C C 2)—Continued.**COMPENSATION—Continued.***Range A (\$1,260-\$1,500)—Continued.*

Mail Routing and Dispatching.—Reading and routing incoming mail; keeping required records; preparing digests; keeping records of and routing outgoing mail.

Office Appliance Operating.—Printing checks, mailing lists, or cards by automatic addressing machine; operating book-keeping machines, automatic posting machines, multigraph machine, adding machine, tabulating machine, card-punching machine on simple work; symbolizing papers or documents according to a simple numerical code to be used in punching.

Securities.—Maintaining records for vault transactions; preparing shipments of valuable material; counting and assorting bonds, stamps, and other securities.

Supplies.—Packing and shipping supplies, including preparation of bills of lading and shipping invoices; issuing supplies on approved requisition; keeping simple accounts of supplies and stocks; conducting a small supply office.

Telephone.—Directing the work of a small group of Junior Telephone Operators or the entire work of a small telephone office or acting as information clerk.

Time and Pay Roll.—Keeping attendance or time records; preparing or assisting in preparing pay rolls; conducting a small time-keeping section.

Verifying.—Comparing, verifying, or checking the work of other employees.

Range B (\$1,320-\$1,560) shall be applied to the following types of assistant clerical work:

Accounting.—Performing routine accounting, disbursing, examining, or bookkeeping work.

Assessments.—Keeping simplest records involved in the assessment and transfer of real and personal property in the District of Columbia.

Coding.—Coding and decoding telegraphic cables, radio or written communications.

Commissary.—Inspecting incoming goods, acting as cashier, directing the movement of goods from reserve warehouses, maintaining stocks.

Correspondence.—Conducting routine correspondence; supervising and reviewing the work of subordinate clerks doing related work.

Court.—In the office of a clerk of court, District of Columbia, preparing and issuing writs and summonses, administering oaths, taking bonds, or acting as bailiff or court crier.

Digest.—Briefing simple legal documents.

Examining.—Assembling ordinary documentary evidence in connection with the initial examination of claims, contracts, documents, or reports. Examining applications to see that they are properly filled out.

Fire-Alarm Telephone.—Operating a telephone switchboard at the fire-alarm headquarters of the District of Columbia.

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GRADE 2 (C C 2)—Continued.

COMPENSATION—Continued.

Range B (\$1,320-\$1,560)—Continued.

Information.—Answering inquiries concerning the activities of a particular bureau in person, by telephone, or by the use of form letters or publications; conducting parties of visitors through a Government building and explaining its work.

Mechanical Tabulation.—Examining tabulations and accounts in a mechanical tabulation organization.

Military and Naval Stores.—Keeping records of stores in process of manufacture, in transit, in supply depots, etc.; keeping records of sales of surplus stores.

Office Appliance Operating.—Supervising a group of employees engaged in making, verifying, or filing address plates, or in operating mechanical sealing, opening, tying, pasting, paper cutting, stitching, or signature machines, or in filing mechanical tabulation punch cards. Operating a calculating machine, an automatic typewriting machine, or a card punching machine on difficult work. Performing difficult mechanical tabulation coding.

Personnel.—Preparing and maintaining service, time, efficiency, or qualification records.

Proof Reading.

Publications.—Conducting a small departmental publication-distributing office, recording and checking against appropriations, printing expenditures.

Purchasing.—Verifying items, prices, extensions, and footings on requisitions and bids; preparing according to standard, contracts, purchase orders, vouchers, and cancellations; registering and recording contracts, bonds, and bidder's checks.

Recording.—Registering interest coupons of Liberty Bonds, recording Army purchases or sales, and maintaining land tract records.

Shipping.—Receiving and dispatching property; preparing dray tickets, bills of lading, and shipping invoices; keeping accounts of fuel received and distributed through government yards; allotting and distributing fish for stocking inland waters.

Statistical.—Examining simple reports or schedules for accuracy and completeness and preparing them for tabulation; making simple compilations.

GRADE 3 (C C 3).

TITLES OF POSITIONS.

Clerk.

DUTIES.

To perform under general supervision responsible clerical work requiring judgment or knowledge of specialized subject matter; or to supervise a small section performing clerical work.

GRADE 3 (C C 3)—Continued.**COMPENSATION.**

Range A, \$1,620 to \$1,860, inclusive.

Salary rates, \$1,620, \$1,680, \$1,740, \$1,800, \$1,860.

Range B, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,740, \$1,800, \$1,860, \$1,920.

Range A (\$1,620–\$1,860) shall be applied to the following types of clerical work:

Accounting and auditing.—Keeping a series of simple accounts; preparing statements; examining simple vouchers and claims; analyzing the simplest type of income-tax returns.

Counting.—In the Treasury of the United States, counting and assorting original remittances of used currency from outside sources; examining mutilated and burned currency to determine its redemption value; supervising a group of counters and sorters in grades 1 and 2.

Digest.—Supervising a small group of Junior Digest Clerks; briefing legal papers.

Docketing.—Keeping dockets of formal appeals, petitions, hearings, or other proceedings; preparing and correcting daily calendar of dockets; supervising and instructing docket clerks in lower grades.

Examining.—Making tentative findings upon claims of simple character.

Exhibits.—Assisting in preparing exhibit materials; keeping records and accounts.

Filing.—Operating a subject file where knowledge of technical nomenclature or considerable special training is required; installing and operating special file systems for statistical and recording purposes; supervising a small section or group of employees engaged in ordinary numerical or alphabetical filing.

Finger-print classifying.—Performing advanced technical work in a finger-print identification division; supervising a section or group of employees and instructing them in the more difficult phases of the work.

Mail.—Supervising a large departmental post office and devising methods for its operation; under the Superintendent of the Dead Letter Office, supervising the clerks of lower grade handling dead letters or mail matter; handling special cases requiring the application of postal laws and regulations; supervising a section or group of employees engaged in routing or dispatching mail; assembling, verifying, and routing outgoing mail requiring for its dispatch intimate knowledge of department or military service regulations; reading and routing incoming mail where a detailed knowledge of the functions of the various sections of a large bureau or office is required.

Office Appliance Operating.—Supervising groups of employees engaged in mechanical tabulation, coding or mechanical tabulation filing, address plate filing in the largest addressing sections, or in operating addressing machines, mimeographs, multigraphs, billing machines, adding machines, tabulating machines, assorting machines, card-punching machines, or automatic typewriters.

RADE 3 (C C 3)—Continued.

COMPENSATION—Continued.

Range A (\$1,620–\$1,860)—Continued.

Office Supplies and Equipment.—Preparing requisitions and purchase orders; keeping stock records and property accounts; supervising clerks in grades 1 and 2 engaged in receiving, marking and storing supplies, filling requisitions, and making deliveries.

Property Accounts.—Reviewing the lists of discrepancies and irregularities found by preliminary examiners; making authorized adjustments; checking reported collections for public property sold, lost, or damaged.

Securities.—Being responsible for recording complex vault transactions or the transactions involved in handling the material for a large unit of the Bureau of Engraving and Printing; supervising the packing, sealing, labeling, and checking of shipments.

Telephone.—Directing the entire work of a large departmental or bureau telephone office.

Time and Pay Rolls.—Computing pay rolls where several appropriations are involved or where the rates vary according to work performed; preparing special and difficult reports from the time records; supervising a small time and pay roll section or assisting in the supervision of a large one.

Transportation Rates.—Auditing or checking simple freight or express rates; filing tariffs.

Verifying.—Performing involved work in comparing, checking, or verifying the work of other employees; supervising a group of verifiers.

Range B (\$1,680–\$1,920) shall be applied to the following types of clerical work:

Assessing.—Gathering data on sales, rentals, leases, and values; making calculations and drawings of changes in areas of land and in improvements.

Coding.—Reviewing and revising the work of assistant clerks engaged on code communications; supervising employees exclusively engaged in coding and decoding; building secret confidential codes; assigning radio calls to ships and stations.

Commissary.—Conducting a small commissary or a department of a large commissary.

Correspondence.—Conducting important correspondence; supervising and reviewing the work of a small number of clerks or other employees.

Court.—Performing clerical work involved in conducting the business of a court of justice in the District of Columbia; when deputized, performing the work of an assistant clerk of a Federal court or a clerk of court, District of Columbia.

Editorial.—Editing manuscripts for form, preparing title pages, tables of contents and indices, verifying references, keeping records of manuscripts and proofs.

GRADE 3 (C C 3)—Continued.**COMPENSATION**—Continued.*Range B (\$1,680-\$1,920)*—Continued.

Information.—Being responsible for answering inquiries concerning the activities of a particular department of bureau; personally handling difficult cases.

Military and Naval Stores.—Supervising a small group of Assistant Clerks, or preparing schedules for requirements and estimates of appropriations, maintaining prescribed reserve stocks, and advising purchasing agency of deficiencies.

Office Appliance Operating.—Having responsible charge of a small addressing section; assisting in the supervision of a large section employing automatic machines; supervising a group of card-punching machine operators on difficult work or a group of calculating-machine operators.

Personnel.—Supervising the preparation of records and correspondence regarding appointments, promotions, disciplinary action, travel orders, etc.; ascertaining the suitability of applicants through personal interviews, correspondence, and inspection of application papers; investigating and reporting on personnel cases; interviewing injured employees.

Purchasing.—Checking requisitions and recommending revision of quantities when desirable, estimating prices, preparing and revising specifications.

Recording.—Supervising a group of recorders or performing especially important work, such as keeping complex records of vessels operating for the Army or the Emergency Fleet Corporation.

Shipping.—Supervising employees engaged in packing and marking, loading, unloading, and checking of property for shipment; directing movement of goods; supervising the clerical work involved in the distribution of fish and stocking inland waters.

Statistical.—Supervising a small statistical clerical section, performing a single process or group of simple related processes; examining complicated reports and preparing them for tabulation; making computations of averages, medians, and rates.

GRADE 4 (C C 4).**TITLES OF POSITIONS.**

Senior Clerk.

DUTIES.

To perform, under general direction, exceptionally difficult and responsible clerical work requiring mature judgment and thorough clerical knowledge of unusually difficult subject matter; or to supervise a large clerical organization engaged in simple work or a small clerical organization engaged in difficult work.

COMPENSATION.

Range A, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,100, \$2,220, \$2,340.

Range B, \$2,100 to \$2,460, inclusive.

Salary rates, \$2,100, \$2,220, \$2,340, \$2,460.

GRADE 4 (C C 4)—Continued.

COMPENSATION—Continued.

Range A (\$1,980-\$2,340) shall be applied to the following types of senior clerical work:

Accounting and Auditing.—Supervising the work of a small group of bookkeepers, examiners, or other accounting clerks engaged in involved work; supervising the work of a large group of such employees engaged on routine work; directing the work of the smallest Governmental accounting organizations; engaging independently in intricate and involved accounting work; assisting a Junior Governmental Accountant in the direction and supervision of the work of his office; supervising the work of auditing and settling claims and accounts in a section of a division of an Auditor's Office.

Actuarial.—Supervising the making of actuarial computations; designing record and table forms.

Correspondence.—Supervising a large or important correspondence section; composing form letters and circulars.

Court and Docket.—Acting as clerk in a branch or division of a court of the District of Columbia Government; docketing and indexing cases; arraigning and committing prisoners and administering oaths; issuing warrants and bonds; as clerk of Municipal Court, District of Columbia, having charge of its business office; as senior docket clerk docketing the imposition and collection of fines and recording other proceedings in Federal cases from the reports of United States District Attorney, marshals, and clerks of courts; briefing or supervising the briefing and docketing of legal correspondence in contested cases; assisting in conducting the work of a small docket organization; as clerk to the Interstate Commerce Commission when hearing arguments and deciding cases, taking charge of the procurement, preparation, submission, and return of dockets, transcripts of testimony, exhibits, and official records used in hearings or arguments; under the general direction of the Board of Appeals of the United States Patent Office, having charge of its clerical work.

Digest.—Supervising and instructing a force of digest clerks engaged in briefing legal or other documents of a special nature; revising and correcting briefs.

Examining.—Passing judgment upon claims, the disposition of which involves specialized knowledge of particular laws and regulations, but not a general legal knowledge.

Film Distribution.—Assisting in the loan, rental, or sale of films.

FingerPrint Identification.—Assisting in the supervision of a large finger-print identification division; having charge of a section engaged in difficult or advanced phases of classification and identification; searching difficult cases and making final checks of classification.

Mail, Filing, and Record.—Supervising a large mail routing, mail dispatching, or filing section, or a small combined mail and file section; acting as assistant to the chief mail file and record clerk in a large bureau or department; deciding questions as to classification.

GRADE 4 (C C 4)—Continued.**COMPENSATION**—Continued.*Range A, (\$1,980–\$2,340)*—Continued.

Indexing.—Making indices of documents of a specialized scientific or technical nature; editing completed indices.

Mechanical Addressing.—Having responsible charge of a large mechanical addressing section.

Mechanical Tabulation.—Supervising a group of assistant clerks engaged in examining mechanical tabulation.

Office Supplies.—Supervising the packing, shipment, receipt, storage, and issue of supplies; supervising the verification of bills for certification of vouchers; assisting a chief supplies clerk in a department, bureau, or independent establishment; maintaining property records and allotment accounts; compiling estimates of requirements; drawing up specifications; directing the solicitation of bids and quotations.

Property Accounts Examining.—Supervising a small organization or a section of a large organization examining and finally settling property accounts and returns; rendering decisions in doubtful cases; maintaining records of persons accountable for public property.

Publications.—Estimating printing costs and keeping costs account; stock taking; and requisitioning reprints.

Securities.—Taking charge of one or more vaults; submitting statements to accounting sections; directing the storage and destruction of obsolete or mutilated securities.

Time and Pay Rolls.—Managing a central time office or a large group of time and pay-roll clerks engaged in a few simple functions or a small group engaged in numerous or difficult functions; planning, developing, and maintaining office time and pay-roll systems.

Transportation Rates.—Performing responsible work in maintaining tariff files in the Interstate Commerce Commission or in the settlement of transportation accounts.

Range B (\$2,100–\$2,460) shall be applied to the following types of senior clerical work:

Correspondence.—Reviewing correspondence composed by other employees to determine whether correct and legal action has been taken and proper information given; instructing employees and criticizing their work.

Cost Computing.—Acting as Cost Clerk and Computer in the Government Printing Office.

Money Counting.—Supervising the work of a large group of counters of money and securities in the Treasury of the United States; being responsible for large sums of money or securities.

Court.—Under the general direction of the Court, performing executive and supervisory work in connection with the judicial proceedings of the Police Court of the District of Columbia; under the general direction of the Juvenile Court of the District of Columbia, supervising its custodial force and the clerical force of the clerk's office.

Mechanical Tabulation.—Managing and operating a small mechanical tabulation organization or assisting in the management of a large one.

GRADE 6 (C C 6).

TITLES OF POSITIONS.

Clerical administrator.

DUTIES.

To be responsible for the clerical administration of a minor department, or of a large bureau or office, or of an independent Government establishment, or of a court ranking next to the Supreme Court of the United States; or to be in charge of a major administrative division of a large bureau or of the entire examining force of a small bureau engaged in the adjudication of claims; or to act as assistant to a Head Clerical Administrator in Grade 7.

Examples:

Acting as Clerical Administrator in the Department of Commerce or the Bureau of Animal Industry; or as Clerk of the Court of Appeals of the District of Columbia; or as Chief Examiner of the Bureau of War Risk Insurance; or as Assistant Commissioner of Indian Affairs.

COMPENSATION.

Range of annual compensation, \$3,300 to \$4,020, inclusive.

Salary rates, \$3,300, \$3,540, \$3,780, \$4,020.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 7 (C C 7).

TITLES OF POSITIONS.

Head Clerical Administrator.

DUTIES.

To be responsible for the clerical administration of the largest departments or other independent Government establishments.

Examples:

Acting as chief clerical administrator of the War Department or the Treasury Department, as Deputy Commissioner of Pensions, or as Superintendent of Public Documents.

COMPENSATION.

Range of annual compensation, \$4,320 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

MESSENGER GROUP.

Symbol (C M).

The term Messenger Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform or supervise the work of delivering papers and messages, depositing moneys, waiting upon officials, and receiving and directing visitors.

GRADE 1 (C M 1).

TITLES OF POSITIONS.

Junior Messenger.

GRADE 5 (C C 5)—Continued.**DUTIES—Continued.***Examples—Continued.*

Finger-Print Identification.—Having complete charge of a large finger-print identification division.

Foreign Relations Correspondence.—Preparing formal original notes and correspondence to the diplomatic representatives of foreign powers for the signature of the President; passing on questions of precedence and diplomatic etiquette.

Mail, Filing, and Record.—Having complete charge of a large filing division, of a large combined mail and file division, or of a large and complex mail routing and dispatching organization.

Mechanical Tabulation.—Organizing or managing a large mechanical tabulating organization.

Office Supplies and Equipment.—Having complete charge of the procurement, receipt, storage, issue, and maintenance of office supplies or equipment in a department, large bureau, or an independent establishment.

Personnel.—Acting as immediate assistant of the Personnel Officer of a large organization, supervising the office force, directing the preparation or checking of pay rolls, disposing of questions concerning absence from duty, misconduct, etc.

Property Accounting.—Having complete charge of a large organization engaged in examining and finally settling property accounts and returns.

Publication.—Being responsible for requisitioning, printing, and binding and the distribution and sale of official publications in a Government organization handling a large volume of such work.

Recording.—Having complete charge of a large recording division.

Securities.—Supervising a large group of securities clerks, messengers, laborers, sealers, and packers; controlling manufacturing orders and shipments of paper stock for printing United States securities; administering a division receiving currency or securities from the Bureau of Engraving and Printing and shipping to banks or agencies.

Statistical.—Organizing or managing a large statistical, clerical, or field organization.

Time and Pay Rolls.—Having complete charge of a central time-record and pay-roll organization.

Weather Bureau.—Assisting the Chief of the Weather Bureau in the general business administration of the bureau.

COMPENSATION.

Range of annual compensation, \$2,520 to \$3,060, inclusive.

Salary rates, \$2,520, \$2,700, \$2,880, \$3,060.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 6 (C C 6).

TITLES OF POSITIONS.

Clerical administrator.

DUTIES.

To be responsible for the clerical administration of a minor department, or of a large bureau or office, or of an independent Government establishment, or of a court ranking next to the Supreme Court of the United States; or to be in charge of a major administrative division of a large bureau or of the entire examining force of a small bureau engaged in the adjudication of claims; or to act as assistant to a Head Clerical Administrator in Grade 7.

Examples:

Acting as Clerical Administrator in the Department of Commerce or the Bureau of Animal Industry; or as Clerk of the Court of Appeals of the District of Columbia; or as Chief Examiner of the Bureau of War Risk Insurance; or as Assistant Commissioner of Indian Affairs.

COMPENSATION.

Range of annual compensation, \$3,300 to \$4,020, inclusive.

Salary rates, \$3,300, \$3,540, \$3,780, \$4,020.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 7 (C C 7).

TITLES OF POSITIONS.

Head Clerical Administrator.

DUTIES.

To be responsible for the clerical administration of the largest departments or other independent Government establishments.

Examples:

Acting as chief clerical administrator of the War Department or the Treasury Department, as Deputy Commissioner of Pensions, or as Superintendent of Public Documents.

COMPENSATION.

Range of annual compensation, \$4,320 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

MESSENGER GROUP.

Symbol (C M).

The term Messenger Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform or supervise the work of delivering papers and messages, depositing moneys, waiting upon officials, and receiving and directing visitors.

GRADE 1 (C M 1).

TITLES OF POSITIONS.

Junior Messenger.

GRADE 1 (C M 1)—Continued.**DUTIES.**

To run errands and to perform, under supervision, the simplest routine office work.

Examples:

Delivering messages, documents, or other papers; assisting in the dusting of desks and the filling of water coolers; sorting mail; operating simple office appliances, such as a sealing machine, a numbering machine, or a mimeograph.

COMPENSATION.

Range of annual compensation, \$720 to \$780, inclusive.

Salary rates, \$720, \$780.

GRADE 2 (C M 2).**TITLES OF POSITIONS.**

Assistant Messenger.

DUTIES.

To perform, under supervision, messenger work of a responsible or confidential nature, or to deliver, under supervision, messages, books, papers, or similar articles by motor cycle; and to perform incidental office work.

Examples:

Delivering important books, papers, and messages within an office or by motor cycle to other buildings; carrying moneys, checks, or currency to banks or to the Treasury Department; performing simple filing; receiving, directing, and conducting callers; guiding visitors and sightseers and explaining points and objects of interest.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,140, inclusive.

Salary rates, \$1,080, \$1,140.

GRADE 3 (C M 3).**TITLES OF POSITIONS.**

Messenger.

DUTIES.

Under direction to supervise a group of messengers employed in a subdivision of a department or other Government establishment or personally to perform highly responsible or important messenger work.

COMPENSATION.

Range of annual compensation, \$1,200 to \$1,260, inclusive.

Salary rates, \$1,200, \$1,260.

GRADE 4 (C M 4).**TITLES OF POSITIONS.**

Senior Messenger.

DUTIES.

Under general direction to be in responsible charge of a numerous force of messengers, and in some cases of laborers and charwomen, serving a large administrative unit.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,560, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440, \$1,500, \$1,560.

PRIVATE SECRETARY GROUP.

Symbol (C P).

The term Private Secretary Group is applied to those offices or employments of the Clerical Service in which incumbents are required to act as personal secretarial assistants to executive and administrative officials and as intermediaries between such officials and the public.

Positions as Private Secretary to officials of lower rank than those designated in this group shall be filled by stenographers in the Stenographer Group.

GRADE 1 (C P 1).

TITLES OF POSITIONS.

Private Secretary.

DUTIES.

To act as private secretaries to assistant secretaries or heads of large bureaus and as intermediaries between them and the public; to conserve their time by supervising the work of their immediate offices, by handling correspondence, and by collecting and interpreting information as a basis for executive action.

COMPENSATION.

Range of annual compensation, \$2,520 to \$3,060, inclusive.

Salary rates, \$2,520, \$2,700, \$2,880, \$3,060.

GRADE 2 (C P 2).

TITLES OF POSITIONS.

Senior Private Secretary.

DUTIES.

To act as private secretary to members of the Cabinet or to heads of the largest independent establishments, and as intermediaries between them and the public; to conserve their time by supervising the work of their immediate offices, by handling their correspondence, and by collecting and interpreting information as a basis for executive action.

COMPENSATION.

Range of annual compensation, \$3,300 to \$4,020, inclusive.

Salary rates, \$3,300, \$3,540, \$3,780, \$4,020.

RECEIVING AND DISBURSING CLERK GROUP.

Symbol (C R).

The term Receiving and Disbursing Clerk Group is applied to those offices or employments of the Clerical Service in which incumbents are required to receive or disburse money and to perform incidental clerical work, or to direct a receiving or disbursing office.

GRADE 1 (C R 1).

TITLES OF POSITIONS.

Receiving and Disbursing Clerk.

DUTIES.

Under supervision to perform responsible clerical work involved in the receipt and disbursement of funds, the receipt of securities, and the accounting therefor.

GRADE 1 (C R 1)—Continued.**DUTIES—Continued.***Examples:*

Assisting in receiving or paying out money for a bureau or other organization, keeping necessary accounts and schedules, balancing accounts daily; receiving and receipting for packages of securities, inventorying and classifying them, preparing necessary schedules and records, laying out assignments of money or securities to be given to counters and sorters for verification, receiving and receipting for counted and sorted money or securities turned in by counters and sorters; withdrawing money and securities from vaults and redepositing them after counting and scheduling.

COMPENSATION.

Range of annual compensation, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,740, \$1,800, \$1,860, \$1,920.

GRADE 2 (C R 2).**TITLES OF POSITIONS.**

Senior Receiving and Disbursing Clerk.

DUTIES.

Under general supervision to supervise responsible clerical work involved in the receipt and disbursements of funds, the receipt of securities, and the accounting therefor.

COMPENSATION.

Range A, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,100, \$2,220, \$2,340.

Range B, \$2,100 to \$2,460, inclusive.

Salary rates, \$2,100, \$2,220, \$2,340, \$2,460.

Range A (\$1,920–\$2,340) shall be applied to the following types of receiving and disbursing work:

Having charge of the receipt and paying out of money for a bureau or other organization; overseeing the work of handling, classifying, and verifying money and securities; laying out and planning the work, and verifying reports and balances; exercising general supervision over the work of counters in immediate charge of small sections of counters handling, sorting, and verifying money and securities.

Range B (\$2,100–\$2,460) shall be applied to the following types of receiving and disbursing work:

Supervising the receipt and storage of United States paper currency delivered by the Bureau of Engraving and Printing to the Treasury Department; being responsible for the paying and counting out of cash over the counter at the Treasury of the United States for Government checks presented for payment by banks, business houses, and the general public; receiving over the counter from banks and the general public deposits of funds.

GRADE 3 (C R 3).

TITLES OF POSITIONS.

Principal Receiving and Disbursing Clerk.

DUTIES.

Under general direction to act as chief of a division handling the issue or redemption of United States paper currency or to act as assistant head of the Cash Division of the Treasury Department.

COMPENSATION.

Range of annual compensation, \$2,520 to \$3,060, inclusive.

Salary rates, \$2,520, \$2,700, \$2,880, \$3,060.

GRADE 4 (C R 4).

TITLES OF POSITIONS.

Chief Receiving and Disbursing Clerk.

DUTIES.

To act as head of the Cash Division of the Treasury Department and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,300 to \$4,020, inclusive.

Salary rates, \$3,300, \$3,540, \$3,780, \$4,020.

STENOGRAPHER GROUP.

Symbol (C S).

The term Stenographer Group is applied to those offices or employments of the Clerical Service in which incumbents are required to make, read, and type stenographic notes and to perform incidental typing and clerical work, or to supervise this work.

GRADE 1 (C S 1).

TITLES OF POSITIONS.

Stenographer.

DUTIES.

To take and transcribe on the typewriter ordinary dictation and to perform incidental clerical work.

Examples:

Taking and transcribing simple dictation; transcribing reports or statements involving the preparation of simple tabulations; recording, typing, and filing daily, weekly, or monthly time or work reports of employees; keeping ordinary records of office supplies or publications, or keeping employees' time; cutting stencils; transcribing from a dictating machine.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,560, inclusive.

Salary rates, \$1,320, \$1,440, \$1,560.

GRADE 2 (C S 2).

TITLES OF POSITIONS.

Senior Stenographer.

DUTIES.

To take and transcribe dictation of a difficult or technical nature; to act in a secretarial capacity, or occasionally to supervise other stenographers and clerks and to perform incidental clerical work.

GRADE 2 (C S 2)—Continued.**COMPENSATION.**

Range A, \$1,620 to \$1,860, inclusive.

Salary rates, \$1,620, \$1,740, \$1,860.

Range B, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,800, \$1,920.

Range A (\$1,620–\$1,860) shall be applied to the following types of stenographic work:

Taking and transcribing dictation of a difficult or technical nature; acting in a secretarial capacity and occasionally supervising stenographers in grade 1 and other clerical employees; assisting in the preparation of reports, parts of which are dictated and parts of which require simple statistical work; making briefs, synopses of correspondence, and memoranda for cross-indexing purposes.

Range B (\$1,680–\$1,920) shall be applied to the following types of stenographic work:

Reporting verbatim formal non-technical proceedings.

GRADE 3 (C S 3).**TITLES OF POSITIONS.**

Principal Stenographer.

DUTIES.

Under general direction to supervise a unit of stenographers and typists; or to record verbatim the proceedings of informal meetings, or meetings of a somewhat technical character.

COMPENSATION.

Range A, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,040, \$2,160, \$2,280, \$2,340.

Range B, \$2,100 to \$2,460, inclusive.

Salary rates, \$2,100, \$2,220, \$2,340, \$2,460.

Range A (\$1,980–\$2,340) shall be applied to the following types of stenographic work:

Supervising and being responsible for the quantity and quality of output of a unit of stenographers and typists; mapping out and assigning work, and rearranging, segregating, or tabulating involved material; administering matters pertaining to the personnel of the section, including the preparation of efficiency rating.

Range B (\$2,100–\$2,460) shall be applied to the following types of stenographic work:

Reporting verbatim informal round table conversations.

GRADE 4 (C S 4).**TITLES OF POSITIONS.**

Reporting Stenographer.

DUTIES.

To record verbatim and transcribe important public hearings of a quasi-judicial nature or conferences on highly technical subjects and to compile the completed record.

Examples:

Reporting verbatim the proceedings of the Annual Conference of Weights and Measures Officials of the United States, or of a large industrial conference.

GRADE 4 (C S 4)—Continued.

COMPENSATION.

Range of annual compensation, \$2,520 to \$3,060, inclusive.

Salary rates, \$2,520, \$2,640, \$2,780, \$2,800, \$2,920, \$3,060.

TYPIST GROUP.

Symbol (C T).

The term Typist Group is applied to those offices or employments of the Clerical Service in which incumbents are required to perform or to supervise work done on a typewriting machine.

GRADE 1 (C T 1).

TITLES OF POSITIONS.

Typist.

DUTIES.

Under supervision, to perform simple routine typewriting work and incidental clerical work.

Examples:

Filling in form letters; cutting stencils; typing checks, vouchers, or receipts; copying corrected manuscript.

COMPENSATION.

Range of annual compensation, \$1,260 to \$1,500, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380, \$1,440, \$1,500.

The maximum rate for typists doing the simplest copying or other routine work shall be \$1,380.

GRADE 2 (C T 2).

TITLES OF POSITIONS.

Senior Typist.

DUTIES.

Under general supervision, to perform difficult or responsible typewriting work; or to supervise a typewriting unit or section.

Examples:

Rearranging, segregating, or tabulating involved material; typewriting technical matter; conducting routine correspondence; typing from a dictating machine.

COMPENSATION.

Range of annual compensation, \$1,620 to \$1,860, inclusive.

Salary rates, \$1,620, \$1,740, \$1,860.

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PUBLIC SAFETY SERVICE.

Symbol (F).

The term Public Safety Service is applied to those offices or employments the duties of whose incumbents are to protect the public from fire, crime, or disorder, to execute the orders of Federal courts, to perform confidential detective work for Government departments, or to preserve game for the public use.

FIRE OFFICER GROUP.

Symbol (F F).

The term Fire Officer Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to supervise or to perform work in the extinguishing or prevention of fires, or to perform inspectional, investigational, and regulative work incident thereto.

GRADE 1 (F F 1).

TITLES OF POSITIONS.

Private (Fire Department).
Inspector (Fire Department).
Junior Building Fire Warden.

DUTIES.

Private (Fire Department).

Under immediate supervision, to perform routine work involved in the extinguishing and prevention of fire, in the protection of life and property from fire, and in other operations of the Fire Department.

Examples:

In quarters: Assisting in the care, cleaning, and maintenance of quarters and grounds, horses, and apparatus. Standing watch at the fire-alarm instrument. Assisting in keeping company records. Performing special duty at theaters and other public halls.

At fires: Assisting, as ordered, with hose, pipe, ladders, and other appliances in the extinguishing of fires.

Inspector (Fire Department).

Under immediate supervision, with the rank of Private (Fire Department), to make regular and systematic inspections of all buildings in an assigned area for compliance with fire-prevention regulations.

Junior Building Fire Warden.

Under supervision to organize and instruct employees or residents in a group of Government buildings or a small institution, in the location, care, operation, and use of fire-fighting and fire-prevention apparatus; to hold fire drills of employees; to test fire-fighting, alarm, water, and other systems used in the protection of life and property in an institution; and to make inspections of buildings for observance of fire regulations.

GRADE 1 (F F 1)—Continued.

COMPENSATION.

Private (Fire Department) :

Range of annual compensation, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,740, \$1,860, \$1,920.

Privates assigned as Inspectors or Junior Building Fire Warden:

Range of annual compensation, \$1,860 to \$1,920, inclusive.

Salary rates, \$1,860, \$1,920.

GRADE 2 (F F 2).

TITLES OF POSITIONS.

Sergeant (Fire Department).

DUTIES.

To serve as third officer of a fire company; to assist in instructing, drilling and directing the men and in maintaining discipline; in the absence of the company officers, to assume command of a platoon or of the company; and to perform such other work as may be ordered by a superior officer.

Examples:

In quarters: Assisting in supervising the care, cleaning, and maintenance of quarters and grounds. Being responsible for the condition of apparatus. Conducting apparatus and physical drills. Performing special duty at theaters and other public halls.

At fires: Driving horses or motor-driven apparatus. Guiding the truck. Assisting company officers in the location and placing of men. Performing ladder, ax, or other work as ordered.

COMPENSATION.

Range of annual compensation, \$1,980 to \$2,040, inclusive.

Salary rates, \$1,980, \$2,040.

GRADE 3 (F F 3).

TITLES OF POSITIONS.

Lieutenant (Fire Department).

Chief Inspector (Fire Department).

DUTIES.

Under supervision, to have charge of the second platoon of a fire company; to be responsible for the instruction, examination, deportment, efficiency, and work of the men of the platoon; to assist the Captain in the enforcement and maintenance of discipline; to be responsible for keeping the company records, for the condition of quarters, apparatus, and departmental property, and for the requisitioning and issuing of supplies; to assume the responsibilities and duties of the Captain in his absence; and to perform such other work as may be required.

Examples:

In quarters: Overseeing the proper receipt of alarms and orders to company. Conducting apparatus and physical drills and instructing the men in the use of appliances and apparatus. Holding prescribed examinations.

At fires: In an emergency, driving apparatus. Directing men. Acting as pipe man. Supervising the raising of ladders and the rescue of people.

GRADE 3 (F F 3)—Continued.**DUTIES**—Continued.**Chief Inspector (Fire Department).**

Under supervision, with the rank of Lieutenant (Fire Department), to have immediate charge of the inspectional force in the office of the Fire Marshal; to be responsible for the serving and enforcement of notices by the Inspectors, and the keeping of reports and records; to act, as ordered, for the Deputy Fire Marshal or the Fire Marshal in their absence; and to perform other required work.

COMPENSATION.

Range of annual compensation, \$2,100 to \$2,160, inclusive.

Salary rates, \$2,100, \$2,160.

GRADE 4 (F F 4).**TITLES OF POSITIONS.**

Captain (Fire Department).

Assistant Superintendent of Machinery (Fire Department).

Deputy Fire Marshal (Fire Department).

Senior Building Fire Warden.

DUTIES.**Captain (Fire Department).**

As commanding officer, to be responsible for the instruction, examination, discipline, and work of a fire company, for the care and maintenance of horses, apparatus, quarters, and records, and for the requisitioning and disposal of supplies; to have immediate charge of the first platoon; to act as a member of trial boards; to direct the efforts of members of the company at a fire; to inspect buildings within a district, and make recommendations for fire prevention; and to perform other required work.

Assistant Superintendent of Machinery (Fire Department).

Under direction, to assist, with the rank of Captain (Fire Department), in supervising the care, maintenance, repair, and reconstruction of fire-fighting apparatus; to act for the Superintendent of Machinery in his absence; and to perform other required work.

Deputy Fire Marshal (Fire Department).

Under direction, with the rank of Captain (Fire Department), to assist in the supervision and direction of the inspections of buildings for compliance with the fire prevention regulations; to assist in conducting investigations of the causes and damages of fires; to take necessary action for securing the apprehension and punishment of incendiaries; to assist in the supervision of the operation of theaters and other places of public assembly and of the storage and sale of oils and explosives, in connection with the fire regulations; to respond to special alarms of fire; to act for the Fire Marshal in his absence; and to perform other required work.

Senior Building Fire Warden.

Under direction, in a large Government institution, to organize a fire-fighting company and instruct employees in the location, care, operation, and use of fire-fighting and fire prevention apparatus; to be commanding officer of the company and to direct the efforts of the members at fires; to hold fire drills of employees, to test fire-fighting, alarm, water, and other systems used in the protection of life and property in the institution; and to make inspections of buildings.

GRADE 4 (F F 4)—Continued.

COMPENSATION.

Range of annual compensation, \$2,280 to \$2,400, inclusive.
Salary rates, \$2,280, \$2,400.

GRADE 5 (F F 5).

TITLES OF POSITIONS.

Battalion Chief (Fire Department).
Fire Marshal (Fire Department).
Superintendent of Machinery (Fire Department).

DUTIES.

Battalion Chief (Fire Department).

- Under general direction, to be in responsible charge of the personnel, apparatus, and quarters in a battalion district of the municipal fire department; to make periodic inspections and reports; to instruct the personnel and conduct quarterly examinations; to assist in saving life and property; when assigned, to assist the Chief in the administration of the Fire Department; and to perform other required work.

Fire Marshal (Fire Department).

Under general direction, with the rank of Battalion Chief (Fire Department), to be responsible for the work of the office of the Fire Marshal; to draft laws and regulations governing the prevention or spread of fires; to direct the inspection of buildings and the enforcement of fire prevention regulations; to institute and conduct investigations and determine the causes and damages of fires; to take necessary action for securing the apprehension and punishment of incendiaries; to supervise the operation of places of public assembly and the storage and sale of oils and explosives in connection with the fire regulations; to act upon applications for licenses to maintain hotels, junk shops, and other licensed establishments; to respond to special alarms of fire; and to perform other required work.

Superintendent of Machinery (Fire Department).

Under general direction, with the rank of Battalion Chief (Fire Department), to supervise the care, maintenance, reconstruction, testing, and repair of fire-fighting apparatus; to design and supervise the construction of new apparatus; to inspect and, when necessary, recommend apparatus for condemnation; to draw up specifications for the purchase of fire apparatus; to supervise instructions and examinations of men in the use of such apparatus; to respond to special alarms of fire; to serve on various boards of the District of Columbia; and to perform other required work.

COMPENSATION.

Battalion Chief:

Range of annual compensation, \$2,580 to \$2,760, inclusive.
Salary rates, \$2,580, \$2,760.

Fire Marshal, Superintendent of Machinery:

Range of annual compensation, \$2,760 to \$2,940, inclusive.
Salary rates, \$2,760, \$2,940.

GRADE 6 (F F 6).

TITLES OF POSITIONS.

Deputy Chief (Fire Department).
Fire Prevention Engineer.

GRADE 6 (F F 6)—Continued.**DUTIES.****Deputy Chief (Fire Department).**

To assist the Chief (Fire Department) as ordered in administrative supervision of the District of Columbia Fire Department, and to act for him in his absence.

Fire Prevention Engineer.

Under general supervision within a department or other branch of the Government to conduct investigations, submit reports, and make recommendations leading to improvements in fire prevention methods, and in the installation of fire prevention and fire-fighting apparatus, equipment, and devices in Government-owned, leased, or controlled properties.

Examples:

Passing upon the adequacy of water-supply systems, fire-fighting personnel and apparatus, and facilities for the transmitting of alarms of fires; making recommendations for the elimination or neutralization of fire hazards; reporting on the relative advantages of various fire-proofing building materials and the relative merit of fire prevention equipment and devices; investigating and reporting on the cause and damage by fire in Government properties.

COMPENSATION.

Range of annual compensation, \$3,180 to \$3,420, inclusive.

Salary rates, \$3,180, \$3,420.

GRADE 7 (F F 7).**TITLES OF POSITIONS.**

Chief (Fire Department).

DUTIES.

Under the general direction of the Board of Commissioners, District of Columbia, to exercise administrative supervision over the Fire Department and be responsible for the direction of all work in connection with the prevention and extinguishing of fires.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.

Salary rates, \$4,500, \$4,800, \$5,100.

GAME WARDEN GROUP.

Symbol (F G).

The term Game Warden Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to enforce or supervise and direct the enforcement of the Migratory Bird Treaty Act and the Lacey Act.

GRADE 1 (F G 1).**TITLES OF POSITIONS.**

United States Game Warden.

DUTIES.

Under supervision to enforce the Migratory Bird Treaty Act and the Lacey Act; to patrol an assigned territory and apprehend violators; to collect data and evidence for use in prosecutions; and to perform other related work.

GRADE 1 (F G 1)—Continued.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 2 (F G 2).

TITLES OF POSITIONS.

Deputy Chief United States Game Warden.

DUTIES.

To assist the Chief United States Game Warden in the administration of the Migratory Bird Treaty Act and the Lacey Act; to supervise office and field employees; to prepare cases for prosecution; and to act for the Chief United States Game Warden in his absence.

COMPENSATION.

Range of annual compensation, \$3,600 to \$3,900, inclusive.
Salary rates, \$3,600, \$3,900.

GRADE 3 (F G 3).

TITLES OF POSITIONS.

Chief United States Game Warden.

DUTIES.

Under general direction of the Chief of the Bureau of the Biological Survey to administer and enforce the provisions of the Migratory Bird Treaty Act and the Lacey Act; to supervise United States Game Wardens and Deputy Chief Wardens; to cooperate with State game officials; to prepare Federal Game Laws and regulations; to supervise the preparation of bulletins in reference to game laws; and to perform other related work.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.
Salary rates, \$4,500, \$4,800, \$5,100.

MARSHAL GROUP.

Symbol (F M).

The term Marshal Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to perform, supervise, or direct the serving of processes and writs, the execution of court orders, the making of arrests, the guarding of prisoners in transit, and the keeping of clerical records for Federal courts in the District of Columbia, and to perform such related work as may properly be required of marshals.

GRADE 1 (F M 1).

TITLES OF POSITIONS.

Deputy United States Marshal.

DUTIES.

To serve the various processes issued by courts; to act in the capacity of bailiff and to maintain order during sessions of the court; to execute orders of the court; to make arrests; to accompany and guard prisoners in transit; to assist in ordinary clerical work in connection with court proceedings; and to perform other related work.

COMPENSATION.

Range of annual compensation, \$2,040 to \$2,160, inclusive.
Salary rates, \$2,040, \$2,160.

GRADE 2 (F M 2).**TITLES OF POSITIONS.**

Assistant Chief Deputy United States Marshal.

DUTIES.

To have direct supervision over Deputy United States Marshals; to supervise the operation of prison vans and the transportation of prisoners; to receive, docket, and account for cash received; to receive, docket, index, distribute for service, and make returns of civil writs; to serve writs on occasion; to assist in the compilation and checking of reports; to act for the Chief Deputy United States Marshal in his absence.

COMPENSATION.

Range of annual compensation, \$2,400 to \$2,520, inclusive.

Salary rates, \$2,400, \$2,520.

GRADE 3 (F M 3).**TITLES OF POSITIONS.**

Chief Deputy United States Marshal.

Marshal, United States Court of Customs Appeals.

DUTIES.

To assist the United States Marshal in the administration of his office; to assign deputies for service in the several courts; to receive from the deputies fees and costs for service of processes and to deposit them in designated depositories; personally to direct seizures under writs of attachment, fieri facias, and replevin, and under warrants in pure food and admiralty cases issued by the Supreme Court of the District of Columbia; to receive and pass upon bonds of indemnity for the protection of the Marshal; to act for the United States Marshal in his absence; or to act as financial agent of the Court of Customs Appeals.

COMPENSATION.

Range of annual compensation, \$3,180 to \$3,420, inclusive.

Salary rates, \$3,180, \$3,420.

GRADE 4 (F M 4).**TITLES OF POSITIONS.**

United States Marshal.

DUTIES.

To have responsible charge of the office of United States Marshal, under the Department of Justice.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.

Salary rates, \$4,500, \$4,800, \$5,100.

PARK POLICE OFFICER GROUP.

Symbol (F K).

The term Park Police Officer Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to preserve law and order and protect life and property within park areas, squares, or reservations under the jurisdiction of the Federal Government.

GRADE 1 (F K 1).

TITLES OF POSITIONS.

Park Patrolman.

DUTIES.

Under direction, and during a definite watch, to be responsible for the preservation of law and order and the protection of life and property within an assigned park area, square, or reservation under the jurisdiction of the Federal Government.

Examples:

Patrolling parkways or reservations in the performance of regular police work. Caring for lost children, sick or disabled persons, and lost or abandoned property in a park. Directing and controlling traffic and preventing accidents. Directing and informing the public. Performing incidental work, such as receiving and caring for animals in the Zoological Park, or measuring sand, weighing coal, tending gauges, and manipulating valves at the Washington Aqueduct.

COMPENSATION.

Range of annual compensation, \$1,560 to \$1,620, inclusive.

Salary rates, \$1,560, \$1,620.

GRADE 2 (F K 2).

TITLES OF POSITIONS.

Sergeant (United States Park Police).

Sergeant (Zoological Park Police).

DUTIES.

Sergeant (United States Park Police).

Under direction and during a definite watch to have immediate charge of a squad of patrolmen engaged in the preservation of law and order and the protection of life and property in park areas, reservations, and adjoining streets within an assigned area of the District of Columbia.

Sergeant (Zoological Park Police).

Under the general direction of the Superintendent of the National Zoological Park to be responsible for the preservation of law and order and the protection of life and property in the Park and to have responsible charge of the Park Police.

Examples:

Inspecting park patrolmen on their beats. Making reports of schools or classes visiting the Park. Making reports of rainfall. Reporting arrests, lost and found articles, and attendance. Supervising and directing traffic and the parking of vehicles.

COMPENSATION.

Range of annual compensation, \$1,740 to \$1,860, inclusive.

Salary rates, \$1,740, \$1,860.

Sergeants (United States Park Police) acting as First Sergeants shall receive an extra compensation of \$60 in addition to the above rates.

GRADE 3 (F K 3).**TITLES OF POSITIONS.**

Lieutenant (United States Park Police).

DUTIES.

Under the Office of Public Buildings and Grounds of the War Department to have administrative supervision over and be commanding officer of the United States Park Police; and to be responsible for the preservation of law and order and the protection of life and property in parks, squares, and reservations in the District of Columbia under the jurisdiction of that office.

COMPENSATION.

Range of annual compensation, \$2,040 to \$2,160, inclusive.

Salary rates, \$2,040, \$2,160.

POLICE OFFICER GROUP.

Symbol (F P).

The term Police Officer Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to perform, supervise, or inspect work involved in the preservation of law and order and the protection of life and property within the District of Columbia.

GRADE 1 (F P 1).**TITLES OF POSITIONS.**

Private (Police Department).

Private, Woman's Bureau (Police Department).

Precinct Detective.

Detective (Identification).

DUTIES.

Private (Police Department).

Private, Woman's Bureau (Police Department).

Under immediate supervision, and during a definite watch, to perform such work as may be ordered by a superior officer, in the preservation of law and order, the protection of life and property, and the prevention of crimes and disorders.

*Examples:**Private (Police Department):*

Patrolling an assigned beat or post; operating the Police Patrol and Signal system; regulating traffic; apprehending, arresting, and assisting in the prosecution of persons menacing the safety of the public; serving warrants, subpoenas, and other police notices; acting as station clerk at headquarters or in a designated precinct station house.

Private, Woman's Bureau (Police Department):

Obtaining employment for destitute women and girls; suggesting voluntary probation or commitments to institutions; supervising dance halls and motion picture theaters; locating and returning missing girls to parents or guardians; assisting in social hygiene and psychopathic work; accompanying women to the Bureau of Identification, to reformatories, and courts.

GRADE 1 (F P 1)—Continued.

DUTIES—Continued.

Precinct Detective.

Under supervision in a designated Metropolitan police precinct, to carry out special police investigations; to make arrests; to prepare reports; and to perform such other work as may be ordered by a superior officer.

Examples:

Investigating, in plain clothes, robberies, assaults, and other violations of law, serious accidents or other urgent cases.

Detective (Identification).

Under immediate supervision to assist the Detective Sergeant (Identification) in the work of the Bureau of Identification, and to act for him in his absence; and to perform such other work as may be ordered by a superior officer.

Examples:

Taking finger prints of, and photographing persons, alive or dead; measuring, weighing, and describing criminals by the Bertillon or other systems of identification; photographing scenes of crime.

COMPENSATION.

Range of annual compensation, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,740, \$1,800, \$1,860, \$1,920.

Privates assigned as Station Clerks shall receive an extra compensation of \$60 in addition to the above rates.

Privates assigned as Precinct Detectives shall receive an extra compensation of \$120 in addition to the above rates.

Privates assigned as Detective Sergeants shall receive an extra compensation of \$420 in addition to the above rates.

Precinct Detectives assigned as Detectives (Identification) shall receive an extra compensation of \$120 in addition to the above rates for Private.

GRADE 2 (F P 2).

TITLES OF POSITIONS.

Sergeant (Police Department).

Sergeant (Harbor Police).

Detective Sergeant (Police Department).

Detective Sergeant (Identification).

DUTIES.

Sergeant (Police Department).

Under general supervision, in an assigned district and during a definite watch to supervise a group of privates engaged in the preservation of law and order, the protection of life and property, and the prevention of crime and disorder; to receive and make reports; and to perform such work as may be ordered by a superior officer.

Examples:

Visiting and inspecting beats or posts; noting and reporting irregularities, fires, accidents, and illegal or unusual circumstances; inspecting patrol boxes; acting for a Lieutenant in his absence; assisting in the prosecution of offenders in the courts.

GRADE 2 (F P 2)—Continued.**DUTIES—Continued.****Sergeant (Harbor Police).**

Under general supervision to assist the Lieutenant (Harbor Police), in the supervision of subordinates engaged in the maintenance of law and order on waters and in the vicinity of wharves, landings, and shores, under the jurisdiction of the District of Columbia, and in the maintenance and operation of police patrol boats; to act for the Lieutenant (Harbor Police), in his absence; and to perform such other work as may be ordered by a superior officer.

Detective Sergeant (Police Department).

Under supervision, to investigate the practices, associations, and haunts of the criminal classes for the purpose of preventing and detecting crime and of apprehending and arresting criminals; to assist in maintaining order and in protecting persons and property; when required, to act for the Assistant Inspector (Detective Bureau), in his absence; and to perform such other work as may be ordered by a superior officer.

Examples:

Investigating assigned cases; detaining dangerous or suspicious persons; holding and disposing of money and property; investigating pharmacies in connection with the laws limiting the sale of dangerous drugs; handling insane persons, "cranks," and others of a similar type. Inspecting pawnshops and secondhand stores.

Detective Sergeant (Identification).

Under the supervision of the Inspector (Detective Bureau), to have responsible charge of the Bureau of Identification; to act as official photographer and as fingerprint and Bertillon expert; to classify, index, and file photographs, fingerprints, measurements, and other data; to keep records and make reports; and to perform such other work as may be ordered by a superior officer.

COMPENSATION.

Range of annual compensation, \$2,040 to \$2,160, inclusive.

Salary rates, \$2,040, \$2,160.

Detective Sergeants assigned to identification work shall receive an extra compensation of \$240 in addition to the above rates for Sergeant.

Privates assigned as Detective Sergeants shall receive an extra compensation of \$420 in addition to the Grade 1 rates for Privates.

GRADE 3 (F P 3).**TITLES OF POSITIONS.**

Assistant Inspector (Detective Bureau).

Lieutenant (Harbor Police).

Lieutenant (Police Department).

GRADE 3 (F P 3)—Continued.**DUTIES.**

To assist in supervising and, in the absence of the Captain, to act as commanding officer of a police company; or under direction, to direct and supervise subordinates engaged in the maintenance of law and order on waters and in the vicinity of wharves, landings, and shores, under the jurisdiction of the District of Columbia; or under supervision, to assist the Inspector in the conduct of the work of the Detective Bureau, to assist in the supervision of the Bureau of Identification, and to act for the Inspector in his absence; and to perform such other work as may be required.

COMPENSATION.

Range of annual compensation, \$2,280 to \$2,400, inclusive.

Salary rates, \$2,280, \$2,400.

Lieutenants or Detective Sergeants assigned as Assistant Inspectors Detective Bureau shall receive an extra compensation of \$360 in addition to the above rates for Lieutenant.

GRADE 4 (F P 4).**TITLES OF POSITIONS.**

Captain (Police Department).

Director, Woman's Bureau (Police Department).

Inspector, Detective Bureau (Police Department).

DUTIES.

Under the general supervision of the Assistant Superintendent of the Metropolitan Police Department, to be responsible, as commanding officer of a police company, for the preservation of the peace and the prevention of crime, the enforcement of laws, rules, regulations, and orders within an assigned district; or under the general direction of the Superintendent of the Metropolitan Police Department to have responsible charge of the Woman's Bureau, with the rank of Captain (Police Department), being responsible for the maintenance of law and order, the protection of life and property, the prevention of crimes and disorder, and the protection of the public health, especially in connection with women and children; or under the general supervision of the Superintendent, to have responsible charge of the Detective Bureau of the Metropolitan Police Department, and general supervision over the Bureau of Identification; and to perform such other work as may be required.

COMPENSATION.

Range of annual compensation, \$2,580 to \$2,760, inclusive.

Salary rates, \$2,580, \$2,760.

Captains assigned as Inspectors in the Detective Bureau shall receive an extra compensation of \$360 in addition to the above rates.

GRADE 5 (F P 5).**TITLES OF POSITIONS.**

Inspector (Police Department).

DUTIES.

Under general supervision of the Superintendent, to inspect property, buildings, and personnel of the Metropolitan Police Department; to have supervision over requisitioning and issuing supplies and equipment, repairs to buildings, and vehicles, and to perform such other work as may be required.

COMPENSATION.

Range of annual compensation, \$3,000 to \$3,240, inclusive.
Salary rates, \$3,000, \$3,240.

GRADE 6 (F P 6).**TITLES OF POSITIONS.**

Assistant Superintendent (Police Department).

DUTIES.

To assist the Superintendent in the administration of the Police Department, to make special inspections and investigations, to act for the Superintendent in his absence, and to perform such other work as may be required.

COMPENSATION.

Range of annual compensation, \$3,600 to \$3,900, inclusive.
Salary rates, \$3,600, \$3,900.

GRADE 7 (F P 7).**TITLES OF POSITIONS.**

Superintendent (Police Department).

DUTIES.

Under the general direction of the Commissioners of the District of Columbia, to exercise administrative supervision over the Metropolitan Police Department, to be responsible for the maintenance of order, the prevention and detection of crime, and the enforcement of laws, rules, regulations, and orders; and to perform such other work as may be required.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.
Salary rates, \$4,500, \$4,800, \$5,100.

SECRET SERVICE AND GOVERNMENT INVESTIGATION GROUP.

Symbol (F S).

The term Secret Service and Government Investigation Group is applied to those offices or employments of the Public Safety Service in which incumbents are required to perform, supervise, or direct, special police or detective work of a confidential nature for the Treasury Department, the Department of Justice, or the Post Office Department.

GRADE 1 (F S 1).**TITLES OF POSITIONS.**

Assistant Chief, Bureau of Investigation.
Assistant Chief, Secret Service.

GRADE 1 (F S 1)—Continued.

DUTIES.

Under supervision to assist the Chief of the Secret Service of the Treasury Department, or the Chief of the Bureau of Investigation of the Department of Justice in the administration of those divisions; to supervise the activities of field agents; to make special investigations and undertake special missions; to perform administrative clerical work at the headquarters office; to act for the chief, in his absence; and to perform other related work.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.

Salary rates, \$4,500, \$4,800, \$5,100.

GRADE 2 (F S 2).

TITLES OF POSITIONS.

Chief, Bureau of Investigation.

Chief Post Office Inspector.

Chief, Secret Service.

DUTIES.

Chief, Secret Service.

Under the general direction of an Assistant Secretary of the Treasury to have responsible charge of the Secret Service Division; to direct the operations involved in the suppression of counterfeiting, the guarding of the President of the United States and other officials, and the investigation of cases relating to stolen and forged Government checks, to the theft of Government property, and to violations of laws relating to the Treasury Department; and to perform other related work.

Chief, Bureau of Investigation.

Under the general direction of an Assistant Attorney General to have responsible charge of the Bureau of Investigation, Department of Justice; to direct the operations involved in the investigation of offenses against the laws of the United States with regard to sabotage, sedition, neutrality, espionage, passports, the immoral transportation of women, and other matters; and to perform other related work.

Chief Post Office Inspector.

Under direction of the Postmaster General to supervise the work of Post Office Inspectors and of the Division of Post Office Inspectors; to supervise the preparation and issuing of all cases for investigation and the disposition thereof; to have charge of matters relating to the depredations on, losses in, and fraudulent or improper uses of the mails, the custody of money and property collected or received by inspectors, and the restoration thereof to the owners; personally to make important and confidential investigations; and to perform other related work.

COMPENSATION.

Range of annual compensation, \$5,400 and up.

CUSTODIAL SERVICE.

Symbol (K).

The term Custodial Service is applied to those offices or employments the duties of whose incumbents are to have custody of public property, to assist and keep order among persons visiting or making use of such property, or to perform nonprofessional work incident to the maintenance and operation of hospitals or charitable or correctional institutions or Government Hotels, and to the care of patients or inmates.

ANIMAL KEEPER GROUP.

Symbol (K A).

The term Animal Keeper Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform or supervise work involved in the custody, care, and exhibiting of mammals, birds, reptiles, or fishes in the custody of the Government.

GRADE 1 (K A 1).

TITLES OF POSITIONS.

Assistant Animal Keeper.

Assistant Fish Culturist.

DUTIES.

Under immediate supervision, to perform the simplest routine work involved in the custody, care, and exhibition of mammals, birds, reptiles, or fishes.

COMPENSATION.

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

GRADE 2 (K A 2).

TITLES OF POSITIONS.

Animal Keeper.

Fish Culturist.

DUTIES.

Under supervision, to be responsible for the custody, care, and exhibition of a group of mammals, birds, or reptiles; to perform work incident to the hatching and care of spawn and fry and to the rearing of fish, together with mechanical work arising in connection with the care and operation of fish hatcheries and fisheries stations.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,500, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440, \$1,500.

GRADE 3 (K A 3).

TITLES OF POSITIONS.

Head Animal Keeper.

Aquarium Superintendent.

GRADE 3 (K A 3)—Continued.

DUTIES.

To be responsible to the superintendent for the custody, care and exhibition of the mammals, birds, and reptiles at the National Zoological Park or to be responsible for the maintenance and operation of an aquarium and to supervise fish-culture operations in the field.

COMPENSATION.

Head Animal Keeper:

Range of annual compensation, \$2,400 to \$2,640, inclusive.
Salary rates, \$2,400, \$2,520, \$2,640.

Aquarium Superintendent:

Range of annual compensation, \$1,800 to \$2,040, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040.

BUILDING GUARD GROUP.

Symbol (K B).

The term Building Guard Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform or supervise work involved in the maintenance of order and the protection of life and property in Public Buildings, Reservations, or other public premises.

GRADE 1 (K B 1).

TITLES OF POSITIONS.

Building Guard.

DUTIES.

Under immediate supervision, to protect buildings or other public property from accident, theft, fire, damage, and trespass; to maintain order, and to perform related work as required.

COMPENSATION.

Range of annual compensation, \$1,140 to \$1,200, inclusive.
Salary rates, \$1,140, \$1,200.

GRADE 2 (K B 2).

TITLES OF POSITIONS.

Sergeant of Building Guard.

DUTIES.

Under supervision, to assist in the direction of a small force of Building Guards, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,260 to \$1,380, inclusive.
Salary rates, \$1,260, \$1,320, \$1,380.

GRADE 3 (K B 3).

TITLES OF POSITIONS.

Lieutenant of Building Guard.

DUTIES.

Under direction, to supervise and be responsible for the work of a detachment of subordinate officers and Building Guards during a designated period or watch or to be independently responsible for the protection of a small public building or group of buildings.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,560, inclusive.
Salary rates, \$1,440, \$1,500, \$1,560.

GRADE 4 (K B 4).**TITLES OF POSITIONS.**

Captain of Building Guards.

DUTIES.

Under direction, to exercise general administrative supervision over the subordinate officers and Building Guards in a large Public Building, a group of smaller buildings, or other large Reservations or public premises, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,680 to \$1,920, inclusive.

Salary rates, \$1,680, \$1,700, \$1,920.

CLEANER GROUP.**Symbol (K C)**

The term Cleaner Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform or supervise work involved in the cleaning of Public Buildings, their equipment and adjacent grounds or work related thereto.

GRADE 1 (K C 1).**TITLES OF POSITIONS.**

Cleaner.

Charwoman.

DUTIES.

Under immediate supervision, to perform routine work in connection with the cleaning of Public Buildings, their equipment and adjacent grounds, and such related work.

COMPENSATION.*Cleaner:*

Range of annual compensation, \$1,080 to \$1,140, inclusive.

Salary rates, \$1,080, \$1,140.

Charwoman:

Hourly compensation, \$0.40.

GRADE 2 (K C 2).**TITLES OF POSITIONS.**

Head Cleaner.

Head Charwoman.

DUTIES.

Under supervision, to direct and work with a group of cleaners or charwomen engaged in maintaining cleanliness in and about Public Buildings, and to perform related work.

COMPENSATION.*Head Cleaner:*

Range of annual compensation, \$1,200 to \$1,260, inclusive.

Salary rates, \$1,200, \$1,260.

Head Charwoman:

Hourly compensation, \$0.45.

GRADE 3 (K C 3).**TITLES OF POSITIONS.**

Foreman Cleaner.

GRADE 3 (K C 3)—Continued.

DUTIES.

To assist a Supervisor of Cleaners in the supervision of the cleaning force of a large Public Building, or, under general direction, to have entire charge of the cleaning force of a small Public Building, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,440, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440.

GRADE 4 (K C 4).

TITLES OF POSITIONS.

Supervisor of Cleaners.

DUTIES.

Under direction, to be responsible for the cleaning of a large Public Building, or group of Buildings, and to perform related work.

Examples:

Supervising the cleaning of the Bureau of Engraving and Printing, the Interior Department Building, or a group of the War or Navy Department Buildings.

COMPENSATION.

Range of annual compensation, \$1,500 to \$1,620, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620.

CULINARY WORKER GROUP.

Symbol (K L).

The term Culinary Worker Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform or supervise work involved in the preparation and serving of food.

GRADE 1 (K L 1).

TITLES OF POSITIONS.

Kitchen Helper.

DUTIES.

To perform under immediate supervision the simplest routine culinary and related work.

COMPENSATION.

Range of annual compensation, with maintenance, \$780 to \$900, inclusive.

Salary rates, \$780, \$840, \$900.

GRADE 2 (K L 2).

TITLES OF POSITIONS.

Assistant Cook.

Assistant Baker.

Meat Cutter.

Waiter.

DUTIES.

Under immediate supervision, to assist in baking and in cooking, to serve meals, cut meat, and to perform related work.

GRADE 2 (K L 2)—Continued.**COMPENSATION.***Assistant Cook:*

Range of annual compensation, with maintenance, \$900 to \$1,020, inclusive.

Salary rates, \$900, \$960, \$1,020.

Meat Cutter, Assistant Baker:

Range of annual compensation, with maintenance, \$960 to \$1,080, inclusive.

Salary rates, \$900, \$1,020, \$1,080.

Waiter:

Range of annual compensation, with maintenance, \$840 to \$960, inclusive.

Salary rates, \$840, \$900, \$960.

GRADE 3 (K L 3).**TITLES OF POSITIONS.**

Cook.

Baker.

Head Meat Cutter.

Head Waiter.

DUTIES.

Under direction, to supervise or perform work in baking bread, cakes, and pastry, or in preparing, cooking, or serving food, to act as head waiter or head meat cutter, and to perform related work.

COMPENSATION.*Cook:*

Range of annual compensation, with maintenance, \$1,080 to \$1,260, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260.

Baker, Head Meat Cutter:

Range of annual compensation, with maintenance, \$1,140 to \$1,320, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260, \$1,320.

Head Waiter:

Range of annual compensation, with maintenance, \$1,020 to \$1,140, inclusive.

Salary rates, \$1,020, \$1,080, \$1,140.

GRADE 4 (K L 4).**TITLES OF POSITIONS.**

Chef.

Head Baker.

DUTIES.

Under general direction, to supervise Cooks, Assistant Cooks, and Helpers in a large institutional kitchen, to be responsible for the entire kitchen and bakery service of a smaller institution or departmental restaurant, or to direct the operation of a bakery, and to perform related work.

COMPENSATION.*Chef:*

Range of annual compensation, with maintenance, \$1,380 to \$1,620, inclusive.

Salary rates, \$1,380, \$1,500, \$1,620.

GRADE 4 (K L 4)—Continued.

COMPENSATION—Continued.

Head Baker:

Range of annual compensation, with maintenance, \$1,440 to \$1,680, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680.

GRADE 5 (K L 5).

TITLES OF POSITIONS.

Steward.

DUTIES.

To have entire charge of the kitchen, bakery, and dining-room services of a large institution.

COMPENSATION.

Range of annual compensation, with maintenance, \$1,740 to \$2,100, inclusive.

Salary rates, \$1,740, \$1,860, \$1,980, \$2,100.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size and character of the institution in which the service is performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 6 (K L 6).

TITLES OF POSITIONS.

Assistant Superintendent of Food Service (Government Hotels).

DUTIES.

To assist the Superintendent of Food Service in the maintenance and operation of the restaurants of the Government Hotels, and to perform related work.

COMPENSATION.

Range of annual compensation, with maintenance, \$2,280 to \$2,640, inclusive.

Salary rates, \$2,280, \$2,460, \$2,640.

GRADE 7 (K L 7).

TITLES OF POSITIONS.

Superintendent of Food Service (Government Hotels).

DUTIES.

Under general direction, to be responsible for the maintenance and operation of the restaurants of the Government Hotels.

COMPENSATION.

Range of annual compensation, with maintenance, \$2,880 to \$3,360, inclusive.

Salary rates, \$2,880, \$3,120, \$3,360.

CURATOR GROUP.

Symbol (K Q).

The term Curator Group is applied to those offices or employments of the Custodial Service in which incumbents are required to be responsible for the custody and care of works of art and other objects of interest in public buildings.

GRADE 1 (K Q 1).**TITLES OF POSITIONS.**

Art Curator (United States Capitol Building).

DUTIES.

Under direction, to be responsible for the custody and care of all works of art in the United States Capitol Building, and to supervise restorations, repairs, and installation.

COMPENSATION.

Range of annual compensation, \$2,160 to \$2,700, inclusive.

Salary rates, \$2,160, \$2,340, \$2,520, \$2,700.

CUSTODIAN GROUP.

Symbol (K K).

The term Custodian Group is applied to those offices or employments of the Custodial Service in which incumbents are required to supervise or perform work involved in the custody, maintenance, care, and cleaning of Public Buildings and Grounds and other public premises.

GRADE 1 (K K 1).**TITLES OF POSITIONS.**

Assistant Janitor.

Dog Catcher.

Doorkeeper (Library of Congress).

Greenhouse Attendant.

Market Attendant, District of Columbia.

Morgue Attendant, District of Columbia.

Parcel Checker.

Rest Room Attendant.

Watchman.

Watchwoman.

DUTIES.

Under immediate supervision to perform the simpler and less responsible kinds of custodial or related work.

COMPENSATION.

Watchman, Watchwoman:

Range of annual compensation, \$1,080 to \$1,140, inclusive.

Salary rates, \$1,080, \$1,140.

Parcel Checker:

Range of annual compensation, \$1,080 to \$1,140, inclusive.

Salary rates, \$1,080, \$1,140.

Doorkeeper, Greenhouse Attendant:

Range of annual compensation, \$1,140 to \$1,200, inclusive.

Salary rates, \$1,140, \$1,200.

Market Attendant, Morgue Attendant:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

Dog Catcher, Rest Room Attendant:

Range of annual compensation, \$1,080 to \$1,140, inclusive.

Salary rates, \$1,080, \$1,140.

Assistant Janitor:

Range of annual compensation, \$1,140 to \$1,200, inclusive.

Salary rates, \$1,140, \$1,200.

GRADE 2 (K K 2).

TITLES OF POSITIONS.

Janitor.
 Janitor Engineman.
 Market Master (District of Columbia).
 Morgue Master (District of Columbia).
 Pound Master (District of Columbia).
 School Janitor.
 Supervisor of Convenience Stations (District of Columbia).

DUTIES.

Under general direction, to perform supervisory or responsible work involved in the custody, maintenance, care, and cleaning of Public Buildings and Grounds and other public premises.

COMPENSATION.

Janitor, School Janitor:

Range of annual compensation, \$1,260 to \$1,500, inclusive.
 Salary rates, \$1,260, \$1,320, \$1,380, \$1,440, \$1,500.

Janitor Engineman:

Range of annual compensation, \$1,320 to \$1,560, inclusive.
 Salary rates \$1,320, \$1,380, \$1,440, \$1,500, \$1,560.

Pound Master (District of Columbia):

Range of annual compensation, \$1,320 to \$1,440, inclusive.
 Salary rates, \$1,320, \$1,380, \$1,440.

Morgue Master (District of Columbia):

Range of annual compensation, \$1,380 to \$1,500, inclusive.
 Salary rates, \$1,380, \$1,440, \$1,500.

Market Master (District of Columbia), Supervisor of Convenience Stations (District of Columbia):

Range of annual compensation, \$1,500 to \$1,620, inclusive.
 Salary rates, \$1,500, \$1,560, \$1,620.

SPECIAL REGULATION GOVERNING COMPENSATION.

Janitor, School Janitor, Janitor Engineman:

Persons entering these positions need not necessarily begin at the lowest rate. The size and character of the building in which the service is performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 3 (K K 3).

TITLES OF POSITIONS.

Building Custodian.
 Doorkeeper (White House).
 Superintendent of Janitors (Public Schools).

DUTIES.

Under general direction, to receive, interview, and direct visitors at the Executive Office of the White House; to be responsible for the cleaning, heating, and upkeep of the Public School Buildings and adjacent recreational grounds of the District of Columbia; or to be responsible for the maintenance and operation of a small Public Building; or to assist in the maintenance and operation of a large Public Building; and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,100 to \$2,580, inclusive.
 Salary rates, \$2,100, \$2,220, \$2,340, \$2,460, \$2,580.

GRADE 3 (K K 3)—Continued.**SPECIAL REGULATION GOVERNING COMPENSATION.***Building Custodian:*

Persons entering these positions need not necessarily begin at the lowest rate. The size and character of the building in which the service is performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 4 (K K 4).**TITLES OF POSITIONS.**

Senior Building Custodian.

DUTIES.

Under general direction, to be responsible for the maintenance and operation of a large Public Building, and to perform related work.

Examples:

Acting as Senior Building Custodian of the House or Senate Office Building.

COMPENSATION.

Range of annual compensation, \$2,700 to \$3,060, inclusive.

Salary rates, \$2,700, \$2,820, \$2,940, \$3,060.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering these positions need not necessarily begin at the lowest rate. The size and character of the building in which the service is performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GUARD GROUP.

Symbol (K G).

The term Guard Group is applied to those officers or employments of the Custodial Service in which incumbents are required to perform or supervise work involved in the custody, discipline, training, and care of inmates of correctional institutions or persons temporarily in custody.

GRADE 1 (K G 1).**TITLES OF POSITIONS.**

Junior Guard.

Correction Matron.

Police Matron.

Supervisor of Boys.

DUTIES.

Under supervision, to perform the least responsible work involved in the custody, discipline, training, and care of the inmates of correctional institutions and in the care of institutional property; or to have charge of and care for women and children temporarily in custody.

Examples:

Guarding prisoners.

Instructing and supervising workhouse inmates.

Training boys or girls and preserving order in reform schools.

GRADE 1 (K G 1)—Continued.

COMPENSATION.

Junior Guard, Supervisor of Boys:

Range of annual compensation, with or without maintenance,
\$1,380 to \$1,500, inclusive.

Salary rates, \$1,380, \$1,440, \$1,500.

Correction Matron, Police Matron:

Range of annual compensation, with or without maintenance,
\$1,200 to \$1,380, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320, \$1,380.

GRADE 2 (K G 2).

TITLES OF POSITIONS.

Senior Guard.

Senior Correction Matron.

DUTIES.

Under direction, to perform the more responsible work involved in the custody, discipline, training, and treatment of inmates of correctional institutions, to make periodic inspection of dormitories or quarters, supervising employees in grade 1, and to perform related work.

Examples:

Receiving, transferring, and discharging inmates.

Having charge of inmates working in prison offices and shops.

Acting as Captain of the Watch.

Receiving and censoring mail.

Ordering and issuing clothing, household and food supplies.

Arranging for the recreation of inmates.

Inspecting and directing laundry, dining room, and kitchen work.

COMPENSATION.

Senior Guard:

Range of annual compensation, with or without maintenance,
\$1,560 to \$1,680, inclusive.

Salary rates, \$1,560, \$1,620, \$1,680.

Senior Correction Matron:

Range of annual compensation, with or without maintenance,
\$1,440 to \$1,560, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560.

GRADE 3 (K G 3).

TITLES OF POSITIONS.

Assistant Superintendent, National Training School for Boys.

Head Guard.

Superintendent Industrial Home School.

Superintendent, National Training School for Girls.

DUTIES.

To assist in the administrative work of a large institution or to be responsible for the administration of a small correctional institution.

Examples:

Acting as Head Guard in the Workhouse or Reformatory, District of Columbia, assisting in the administration of the National Training School for Boys, having responsible charge of an industrial home school or the National Training School for Girls.

GRADE 3 (K G 3)—Continued.**COMPENSATION.**

Range of annual compensation, with or without maintenance, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 4 (K G 4).**TITLES OF POSITIONS.**

Assistant Superintendent, Workhouse, District of Columbia.

Assistant Superintendent, Reformatory, District of Columbia.

Parole Secretary (Federal Prisons).

DUTIES.

Under general direction, to supervise the preparation of parole cases for the consideration of Federal boards of parole and to prepare the findings of such boards for submission to the Attorney General, or to assist in the administration of the Workhouse or the Reformatory, and to perform related work.

COMPENSATION.

Range of annual compensation, with or without maintenance, \$2,340 to \$2,700, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700.

GRADE 5 (K G 5).**TITLES OF POSITIONS.**

Assistant Superintendent of Federal Prisons.

Inspector of Federal Prisons.

Superintendent, National Training School for Boys.

Superintendent, Workhouse and Reformatory, District of Columbia.

DUTIES.

To assist the Superintendent of Federal prisons in administrative work; under general direction, to inspect Federal prisons and other institutions in which Federal prisoners are confined; or to be responsible for the administration of the National Training School for Boys; or of the Workhouse and the Reformatory, District of Columbia; and to perform related work.

COMPENSATION.

Inspector of Federal Prisons, Assistant Superintendent of Federal Prisons, Superintendent, National Training School for Boys:

Range of annual compensation, with or without maintenance, \$3,000 to \$3,600, inclusive.

Salary rates, \$3,000, \$3,300, \$3,600.

Superintendent, Workhouse and Reformatory, District of Columbia:

Range of annual compensation, \$3,600 to \$4,200, inclusive, with or without maintenance.

Salary rates, \$3,600, \$3,900, \$4,200.

GRADE 6 (K G 6).**TITLES OF POSITIONS.**

Superintendent of Federal Prisons.

DUTIES.

To be responsible for the administration of the Federal prisons; to supervise the custody of Federal prisoners in State Penitentiaries, Reformatory Schools, and County Jails; and to perform related work.

COMPENSATION.

Range of annual compensation, \$4,500 to \$5,100, inclusive.

Salary rates, \$4,500, \$4,800, \$5,100.

HOSPITAL ATTENDANT GROUP.

Symbol (K T).

The term Hospital Attendant Group is applied to those offices or employments of the Custodial Service in which incumbents are required to perform under supervision duties, not requiring registration as a graduate nurse, incident to the nursing, care, and comfort of patients or inmates in a hospital or other Government institution.

GRADE 1 (K T 1).

TITLES OF POSITIONS.

Hospital Orderly.

DUTIES.

Under the direction of physicians or nurses, to move patients to and from wards and operating rooms, to clean rooms, scrub floors, and wash windows, and to perform related work. .

COMPENSATION.

Range of annual compensation, with maintenance, \$420 to \$540, inclusive.

Salary rates, \$420, \$480, \$540.

GRADE 2 (K T 2).

TITLES OF POSITIONS.

Hospital Attendant.

DUTIES.

Under direction, to assist in routine work incident to the nursing, care, and comfort of patients or inmates of a hospital or other Government institution.

Examples:

Bathing, feeding, and dressing patients.

Assisting in dining-room work.

Acting as institutional barber.

COMPENSATION.

Range of annual compensation, with maintenance, \$600 to \$720, inclusive.

Salary rates, \$600, \$660, \$720.

GRADE 3 (K T 3).

TITLES OF POSITIONS.

Senior Hospital Attendant.

Practical Nurse.

DUTIES.

Under direction, to exercise general supervision over an assigned group of patients or to supervise a small group of Hospital Attendants in a Government Hospital, or to assist in first-aid and routine nursing work in a medical-relief room in a Government building, and to perform related work.

COMPENSATION.

Senior Hospital Attendant:

Range of annual compensation, with maintenance, \$780 to \$900, inclusive.

Salary rates, \$780, \$840, \$900.

Practical Nurse:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

HOUSEKEEPER AND MANAGER GROUP.

Symbol (K H).

The term Housekeeper and Manager Group is applied to those offices or employments of the Custodial Service in which incumbents are required to supervise or perform work in housekeeping, or in hotel, or institutional management.

GRADE 1 (K H 1).**TITLES OF POSITIONS.**

Chambermaid.
Seamstress.
Housekeeper.
Housekeeper (Government Hotels).
Footman (White House).

DUTIES.

Under immediate supervision, to perform work as a Chambermaid, Seamstress, or Housekeeper, in an institution or Government Hotel, or to act as Footman at the White House, and to perform related work as required.

COMPENSATION.*Chambermaid, Seamstress:*

Range of annual compensation, with maintenance, \$780 to \$900, inclusive.

Salary rates, \$780, \$840, \$900.

Housekeeper:

Range of annual compensation, with maintenance, \$840 to \$960, inclusive.

Salary rates, \$840, \$900, \$960.

Housekeeper (Government Hotels):

Range of annual compensation, with maintenance, \$900 to \$1,020, inclusive.

Salary rates, \$900, \$960, \$1,020.

Footman (White House):

Range of annual compensation, \$1,200 to \$1,320, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

GRADE 2 (K H 2).**TITLES OF POSITIONS.**

Matron.
House Manager (Government Hotels).
Head Seamstress.
Usher (White House).

DUTIES.

Under general direction, to be responsible for the domestic affairs of an institution of small size, such as the Tuberculosis Hospital, or the Home for Aged and Infirm, or for the management of one of the Dormitories of the Government Hotels; to direct and instruct seamstresses; or to act as an Usher in connection with the official, social, and personal activities of the Presidential family; and to perform related work.

GRADE 2 (K H 2)—Continued.

COMPENSATION.

Matron, House Manager (Government Hotels):

Range of annual compensation, with maintenance, \$1,140 to \$1,380, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260, \$1,320, \$1,380.

Head Seamstress:

Range of annual compensation, with maintenance, \$960 to \$1,080, inclusive.

Salary rates, \$960, \$1,020, \$1,080.

Usher (White House):

Range of annual compensation, \$1,560 to \$1,800, inclusive.

Salary rates, \$1,560, \$1,680, \$1,800.

GRADE 3 (K H 3).

TITLES OF POSITIONS.

Head Usher (White House).

Housekeeper (White House).

Superintendent, Municipal Lodging House.

Superintendent, Soldiers' and Sailors' Home.

DUTIES.

To supervise the work of ushers and other assistants in connection with the official, social, or personal activities of the Presidential family; to be responsible for the custody of the furnishings, plate, supplies, stores, and personal property in the White House; to be responsible for the operation and maintenance of the Soldiers' and Sailors' Home; or the Municipal Lodging House; and to perform related work.

COMPENSATION.

Housekeeper (White House);

Superintendent, Soldiers' and Sailors' Home;

Superintendent, Municipal Lodging House:

Range of annual compensation, with maintenance, \$1,440 to \$1,680, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680.

Head Usher (White House):

Range of annual compensation, \$2,100 to \$2,460, inclusive.

Salary rates, \$2,100, \$2,220, \$2,340, \$2,460.

GRADE 4 (K H 4).

TITLES OF POSITIONS.

Matron, St. Elizabeths Hospital.

Chief House Manager (Government Hotels).

Superintendent, Home for the Aged and Infirm.

DUTIES.

To be responsible, under general direction, for the domestic activities of the Administration Building at the Government Hospital for the Insane and for the supervision of officers' and employees' quarters, dining rooms and offices, and to direct the instruction and nonprofessional care of inmates and patients; or to be responsible, under supervision, for the maintenance and operation of the dormitories of the Government Hotels or of the Home for the Aged and Infirm, and to perform related work.

GRADE 4 (K H 4)—Continued.**COMPENSATION.**

Range of annual compensation, with maintenance, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 5 (K H 5).**TITLES OF POSITIONS.**

Assistant General Manager (Government Hotels).

DUTIES.

To be responsible for the general supervision of assigned divisions of the Government Hotels, and to assist the General Manager in the general administration of the hotels.

COMPENSATION.

Range of annual compensation with maintenance, \$3,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (K H 6).**TITLES OF POSITIONS.**

General Manager (Government Hotels).

DUTIES.

To be responsible for the general administration of the Government Hotels.

COMPENSATION.

Range of annual compensation, with maintenance, \$3,600 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

LAUNDRY WORKER GROUP.

Symbol (K W).

The term Laundry Worker Group is applied to those offices or employments of the Custodial Service in which incumbents are required to supervise or perform work in a laundry or in the Rag Washing Plant of the Bureau of Engraving and Printing.

GRADE 1 (K W 1).**TITLES OF POSITIONS.**

Dry Cleaner.

Laundress.

Laundry Machine Operator.

Laundry Marker and Sorter.

Rag Washer.

Rag Washer's Helper.

Washer and Starcher.

GRADE 1 (K W 1)—Continued.**DUTIES.**

Under immediate supervision, to perform work in dry cleaning and pressing, hand laundering, operating laundry machines, marking, assorting, and wrapping laundry, or to assist in the routine work or operate a machine in the Rag Washing Plant of the Bureau of Engraving and Printing, and to perform related work.

COMPENSATION.*Dry Cleaner:*

Range of annual compensation, \$1,260 to \$1,320, inclusive.

Salary rates, \$1,260, \$1,320.

Laundress:

Range of annual compensation, with maintenance, \$780 to \$900, inclusive.

Salary rates, \$780, \$840, \$900.

Laundry Machine Operator, Laundry Marker and Sorter:

Range of annual compensation, with maintenance, \$840 to \$960, inclusive.

Salary rates, \$840, \$900, \$960.

Rag Washer:

Hourly compensation, \$0.47.

Rag Washer's Helper:

Hourly compensation, \$0.43.

Washer and Starcher:

Range of annual compensation, with maintenance, \$960 to \$1,080, inclusive.

Salary rates, \$960, \$1,020, \$1,080.

GRADE 2 (K W 2).**TITLES OF POSITIONS.**

Head Laundry Operator.

Assistant Foreman Ragwasher.

DUTIES.

Under supervision, to take charge of a division of work in a large laundry or an institution or of the Government Hotels, or of an entire small institutional or departmental laundry; or to assist the Foreman in the operation of the rag-washing plant of the Bureau of Engraving and Printing; and to perform related work.

COMPENSATION.*Head Laundry Operator:*

Range of annual compensation, with maintenance, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

Assistant Foreman Rag washer:

Hourly compensation, \$0.50.

GRADE 3 (K W 3).**TITLES OF POSITIONS.**

Superintendent of Laundry.

Foreman Rag Washer.

DUTIES.

Under general direction, to be responsible for the operation and maintenance of a large laundry in an institution or in the Government Hotels, or for the operation and maintenance of the Rag-Washing Plant in the Bureau of Engraving and Printing; and to perform related work.

GRADE 3 (K W 3)—Continued.**COMPENSATION.***Superintendent of Laundry:*

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920 \$2,040.

Foreman Rag Washer:

Hourly compensation, \$0.70.

STOREKEEPER GROUP.

Symbol (K S).

The term Storekeeper Group is applied to those offices or employments of the Custodial Service in which incumbents are required to supervise or perform work in receiving, checking, storing, and issuing military, civil, and naval stores, including supplies and equipment of special value, such as currency, bonds, and stamps.

GRADE 1 (K S 1).**TITLES OF POSITIONS.**

Clothing sorter.

Junior Storekeeper (Checker).

Junior Storekeeper (Securities).

DUTIES.

Under supervision, to handle or check stores in warehouses or at freight stations; or to wrap, seal, and pack bundles of postage stamps, internal-revenue stamps, and securities of various kinds for storage or shipment; or to sort and classify salvaged military clothing; and to perform related work.

COMPENSATION.*Junior Storekeeper:*

Range of annual compensation, \$1,200 to \$1,320, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

Clothing Sorter:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

GRADE 2 (K S 2).**TITLES OF POSITIONS.**

Storekeeper.

Storekeeper (Checker).

Storekeeper (Securities).

Foreman clothing sorter.

DUTIES.

Under supervision, to perform responsible work in receiving, storing, issuing, and shipping military, civil, and naval supplies, or materials and equipment of special value, such as currency, bonds, stamps, and securities and the dies and paper stock for the printing thereof; or to supervise the checking of outgoing and incoming shipments of supplies; or to supervise the sorting and classifying of salvaged military clothing; and to perform related work.

RADE 2 (K S 2)—Continued.

COMPENSATION.

Storekeeper:

Range of annual compensation, \$1,380 to \$1,500, inclusive.

Salary rates, \$1,380, \$1,440, \$1,500.

Foreman Clothing Sorter:

Range of annual compensation, \$1,320 to \$1,440.

Salary rates, \$1,320, \$1,380, \$1,440.

RADE 3 (K S 3).

TITLES OF POSITIONS.

Senior Storekeeper.

DUTIES.

To assist a Head Storekeeper in the supervision of a warehouse, or to be responsible for a small stores department, and to perform the most responsible work in receiving and storing civil, military, and naval materials and supplies; in some instances to exercise supervision over laborers and other employees.

COMPENSATION.

Range of annual compensation, \$1,560 to \$1,680, inclusive.

Salary rates, \$1,560, \$1,620, \$1,680.

RADE 4 (K S 4).

TITLES OF POSITIONS.

Head Storekeeper.

DUTIES.

Under general direction, to be in charge of a large warehouse for the receiving and storing of civil, military, and naval materials and supplies, and to perform other related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

INSPECTIONAL SERVICE.

Symbol (I).

The term Inspectional Service is applied to those offices or employments the duties of whose incumbents are to observe and report on facts and conditions in order to insure compliance with laws, regulations, or standards or to supervise such observation and reporting and take appropriate official action.

ELEVATOR INSPECTOR GROUP.

Symbol (I E).

The term Elevator Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to perform or supervise work involved in the inspection of elevators and similar appliances or plans and specifications therefor.

GRADE 1 (I E 1).

TITLES OF POSITIONS.

Elevator Inspector.

DUTIES.

Under supervision, to inspect elevators and similar appliances, or plans and specifications for them, as to their strength, mechanism, and compliance with the laws and regulations of the District of Columbia and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I E 2).

TITLES OF POSITIONS.

Chief Elevator Inspector.

DUTIES.

Under general direction, to be responsible for the inspection of elevators and similar appliances, or plans and specifications therefor, in the District of Columbia, personally to make difficult inspections, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GAS AND ELECTRIC INSPECTOR GROUP.

Symbol (I G).

The term Gas and Electric Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to perform or supervise work involved in the inspection or testing of gas, gas meters, street lighting, and electrical construction.

GRADE 1 (I G 1).

TITLES OF POSITIONS.

Gas Meter Inspector.
Inspector of Street Lighting.
Inspector of Electrical Construction.

DUTIES.

Under supervision, to inspect, test, and seal gas meters; to inspect street lighting and installations; or to inspect overhead electric wire construction, make recommendations for permits for construction, to inspect the electric equipment of motion-picture theaters, and to perform related work.

COMPENSATION.

Gas Meter Inspector, Inspector of Street Lighting:

Range of annual compensation, \$1,320 to \$1,500, inclusive.
Salary rates, \$1,320, \$1,380, \$1,440, \$1,500.

Inspector of Electrical Construction:

Range of annual compensation \$1,500 to \$1,680, inclusive.
Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I G 2).

TITLES OF POSITIONS.

Senior Inspector of Gas and Meters.

DUTIES.

Under direction, to supervise and assist in the testing and sealing of gas meters, to make tests of gas for determination of its heating value and lighting power, to act as assistant to the Chief Inspector, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 3 (I G 3).

TITLES OF POSITIONS.

Chief Inspector of Gas and Meters.

DUTIES.

To direct and be responsible for the work of the Gas Inspection Bureau of the District of Columbia.

COMPENSATION.

Range of annual compensation, \$2,220 to \$2,580, inclusive.
Salary rates, \$2,220, \$2,400, \$2,580.

FOOD INSPECTOR GROUP.

Symbol (I F).

The term Food Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to supervise or perform work involved in the inspection of food and of places where food is prepared or sold, including inspection of conditions under which live stock is shipped in interstate commerce.

GRADE 1 (I F 1).

TITLES OF POSITIONS.

Food Inspector.
Meat and Live Stock Inspector.

GRADE 1 (I F 1)**DUTIES.**

Under general supervision, to inspect the sanitary condition of places where foods are prepared for sale or sold and to examine food products; or to inspect meat and meat products and the sanitary conditions of establishments where such products are handled, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I F 2).**TITLES OF POSITIONS.**

Senior Meat and Live Stock Inspector.

DUTIES.

To assist in the supervision of the Field Inspection Division of the Bureau of Animal Industry, to have special charge of the enforcement of the laws and regulations relating to the treatment of live stock in interstate shipment, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 3 (I F 3).**TITLES OF POSITIONS.**

Chief Food Inspector, District of Columbia.

DUTIES.

Under general direction to be responsible for the enforcement of the laws and regulations concerning food inspection in the District of Columbia.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

SANITARY INSPECTOR GROUP.

Symbol (I S).

The term Sanitary Inspector Group is applied to those offices or employments of the Inspectorial Service in which incumbents are required to supervise or perform work involved in the inspection of sanitary and health conditions or to direct the enforcement of laws and regulations in the District of Columbia relating to the public health.

GRADE 1 (I S 1).**TITLES OF POSITIONS.**

Inspector of City Refuse.

Sanitary Inspector.

DUTIES.

Under general supervision, to inspect the collection and disposal of garbage, ashes, and refuse; or to inspect premises for insanitary conditions, to make reports and investigations of complaints, and to perform related work.

GRADE 1 (I S 1)—Continued.**COMPENSATION.**

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I S 2).**TITLE OF POSITION.**

Senior Sanitary Inspector.

DUTIES.

To assist the Chief Sanitary Inspector in the supervision of inspectional work, to make inspections of special difficulty or importance, and to perform other related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 3 (I S 3).**TITLES OF POSITIONS.**

Chief Inspector of City Refuse.

Chief Sanitary Inspector.

DUTIES.

Under general supervision, to direct the Inspectors of City Refuse, or to direct the enforcement of laws and regulations in the District of Columbia relating to the public health with respect to sanitation, smoke, and the Eight Hour Female Labor Law, and to assist in enforcing regulations regarding contagious disease and vital statistics, and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,220 to \$2,580, inclusive.

Salary rates, \$2,220, \$2,400, \$2,580.

SUPPLIES INSPECTOR GROUP.

Symbol (I P).

The term Supplies Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to supervise or perform work involved in the inspection and testing of supplies.

GRADE 1 (I P 1).**TITLES OF POSITIONS.**

Inspector of Supplies.

Inspector of Supplies (Coal).

DUTIES.

Under supervision, to make simple inspections of supplies and materials, verifying quality, quantity, condition, and weight; or to take samples of coal and prepare them for laboratory analysis; and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I P 2).**TITLES OF POSITIONS.**

Senior Inspector of Supplies (Post Office Department).

Senior Inspector of Shoes and Leather (War Department).

GRADE 2 (I P 2)—Continued.**DUTIES.**

Under general supervision, to receive, inspect, test, or cause to be tested supplies received at Washington for the Post Office Department; or to inspect or supervise the inspection of shoes and leather for the United States Army; and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 3 (I P 3).**TITLES OF POSITIONS.**

Chief Inspector Subsistence Supplies (War Department).

Chief Inspector of Supplies (Post Office Department).

Chief Inspector of Supplies (Pyrotechnics).

DUTIES.

Under general direction, to supervise the inspection and testing of all supplies received at Washington, D. C., for the Post Office Department; or to act as technical adviser and supervise the work of inspection in connection with the manufacture of pyrotechnics; or to supervise the inspection of subsistence supplies for Army camps, cantonments, and Army supply bases, and to perform related work.

COMPENSATION.

Chief Inspector of Supplies (Post Office Department):

Range of annual compensation, \$2,220 to \$2,580, inclusive.

Salary rates, \$2,220, \$2,400, \$2,580.

Chief Inspector of Supplies (Post Office Department), Chief Inspector of Supplies (Pyrotechnics):

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

TRANSPORTATION INSPECTOR GROUP.

Symbol (I T).

The term Transportation Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to inspect and test locomotive or car equipment for their safety or for evaluation purposes, to inspect the operation of transportation utilities in the District of Columbia, and to be responsible for the enforcement of the laws affecting safety in transportation.

GRADE 1 (I T 1).**TITLES OF POSITIONS.**

Inspector of Locomotives.

Inspector of Railroad Equipment Valuation.

Inspector of Hours of Service.

Inspector of Railroad Safety Appliances.

Inspector of Transportation Utilities.

DUTIES.

Under general supervision, to make field inspections of locomotives and to investigate locomotive accidents resulting in injury or death; or to inspect for evaluation by the Interstate Commerce Commission

RADE 1 (I T 1)—Continued.

DUTIES—Continued.

locomotive or car equipment; or to investigate hours of service on railroads; or to inspect safety appliances on railroad equipment; or to inspect and report on the operation of transportation utilities in the District of Columbia, to investigate accidents, and to perform related work.

COMPENSATION.

Inspector of Transportation Utilities:

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

Inspector of Hours of Service, Inspector of Locomotives, Inspector of Railroad Equipment Valuation, Inspector of Railroad Safety Appliances:

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

RADE 2 (I T 2).

TITLES OF POSITIONS.

Assistant Chief, Bureau of Safety.

Assistant Chief Inspector of Locomotives.

DUTIES.

To assist in directing the inspection and testing of locomotives and their appurtenances and the investigation of locomotive accidents resulting in injury or death; or to assist the chief in the general administration of the Bureau of Safety; and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

RADE 3 (I T 3).

TITLES OF POSITIONS.

Chief, Bureau of Safety.

Chief Inspector of Locomotives.

DUTIES.

To be responsible to the Interstate Commerce Commission for the enforcement of the Safety Appliance Law, the Hours of Service Law, the Accident Investigation Law, and other similar laws and regulations, or for the inspection and testing of locomotives and their appurtenances and for the investigation of locomotive accidents resulting in injury or death.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

INSPECTOR OF WEIGHTS AND MEASURES GROUP.

Symbol (I. W).

The term Inspector of Weights and Measures Group is applied to those offices and employments of the Inspectional Service in which incumbents are required to inspect and exercise regulative control over weighing and measuring instruments and devices.

GRADE 1 (I W 1).**TITLES OF POSITIONS.**

Inspector of Weights and Measures.

DUTIES.

To perform, under supervision, simple routine work involved in inspecting and testing weights and measures for the District of Columbia, investigating scale and weighing conditions for the Bureau of Standards, or inspecting shipping containers for the Bureau of Markets.

COMPENSATION.

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

GRADE 2 (I W 2).**TITLES OF POSITIONS.**

Senior Inspector of Weights and Measures.

Senior Inspector of Weights and Measures (Bureau of Standards).

DUTIES.

To assist the Superintendent of Weights, Measures, and Markets in the supervision of inspectional work, and personally to perform the most difficult field work; or, under direction of the Chief Inspector of Weights and Measures, Bureau of Standards, to operate, repair, and seal test cars and perform the most difficult related work.

COMPENSATION.

Senior Inspector of Weights and Measures:

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

Senior Inspector of Weights and Measures (Bureau of Standards):

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880, inclusive.

GRADE 3 (I W 3).**TITLES OF POSITIONS.**

Assistant Chief Inspector of Weights and Measures (Bureau of Standards).

Superintendent of Weights, Measures, and Markets (District of Columbia).

DUTIES.

To assist the Chief Inspector of Weights and Measures (Bureau of Standards) in directing the work of inspecting railroad track and master scales, mine and tippie scales, and commercial weighing and measuring devices; or to be responsible to the Commissioners of the District of Columbia for the enforcement of the weights and measures laws and the operation of the municipal markets.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,840, inclusive.

Salary rates, \$3,120, \$3,360, \$3,600, \$3,840.

GRADE 4 (I W 4).**TITLES OF POSITIONS.**

Chief Inspector of Weights and Measures (Bureau of Standards).

DUTIES.

To be responsible to the Chief of the Division of Weights and Measures of the Bureau of Standards for the inspection and testing work of the division, and to perform related work.

GRADE 4 (I W 4)—Continued.

COMPENSATION.

Range of annual compensation, \$4,140 to \$5,040, inclusive.

Salary rates, \$4,140, \$4,440, \$4,740, \$5,040.

MISCELLANEOUS INSPECTOR GROUP.

Symbol (I Z).

The term Miscellaneous Inspector Group is applied to those offices or employments of the Inspectional Service in which incumbents are required to perform inspectional work not included in the other groups of the Inspectional Service.

GRADE 1 (I Z 1).

TITLES OF POSITIONS.

Inspector of Accident Hazards (War Department).

Inspector of Insecticides and Fungicides.

Inspector of Steam Power Plants.

DUTIES.

To inspect Army camps, depots, and hospitals in the interests of accident prevention; or to inspect and test insecticides and fungicides in interstate commerce for their compliance with laws and regulations; or to inspect steam power plants and examine steam enginemen for licenses; or to perform other miscellaneous inspectional work of similar standard.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 2 (I Z 2).

TITLES OF POSITIONS.

Chief, Inspection Division, Office of Indian Affairs.

Chief Intelligence Officer, United States Shipping Board.

Inspector of Claims, Office of Corporation Counsel.

Special Inspector, Department of the Interior.

DUTIES.

Under supervision of the Corporation Counsel, to investigate and report upon complaints and claims against the District of Columbia, to collect evidence in suits by or against the District, to perform such special inspectional and investigational work as may be required by the Secretary of the Interior or the United States Shipping Board, or to supervise the regular inspectional work of the Office of Indian Affairs, and to perform other miscellaneous inspectional work of similar standard.

COMPENSATION.

Inspector of Claims:

Range of annual compensation, \$2,220 to \$2,580, inclusive.

Salary rates, \$2,220, \$2,400, \$2,580.

Chief, Inspection Division, Office of Indian Affairs, Chief Intelligence Officer, United States Shipping Board, Special Inspector, Department of the Interior:

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

SKILLED TRADES AND LABOR SERVICE.

Symbol (T).

The term Skilled Trades and Labor Service is applied to those offices or employments the duties of whose incumbents are to perform, assist in, or supervise manual work not included in the Printing Trades Service, which may or may not require experience and skill in a recognized trade or handicraft.

BUILDER GROUP.

Symbol (T B).

The term Builder Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the bricklaying, plastering, and allied trades.

GRADE 1 (T B 1).

TITLES OF POSITIONS.

Bricklayer.

Plasterer.

DUTIES.

To perform the duties properly required of bricklayers and plasterers.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rate appears to be the prevailing rate at this time:

Hourly compensation:

Bricklayer, \$1.25.

Plasterer, \$1.25.

GRADE 2 (T B 2).

TITLES OF POSITIONS.

Foreman Bricklayer.

Superintendent Brick Plant.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers, or to be responsible for the work of a brick-making plant and to perform related work.

COMPENSATION.

Foreman Bricklayer:

Regular service, 8 hours, exclusive of Sundays:

Annual compensation, \$3,180.

Regular service, 8 hours, exclusive of Sundays and Saturday

Afternoons:

Annual compensation, \$2,880.

Superintendent Brick Plant:

Range of annual compensation, \$1,920 to \$2,160, inclusive.

Salary rates, \$1,920, \$2,040, \$2,160.

DRAWBRIDGE OPERATOR GROUP.

Symbol (T D).

The term Drawbridge Operator Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise the operation of an electrically operated drawbridge.

GRADE 1 (T D 1).

TITLES OF POSITIONS.

Assistant Drawbridge Operator.

DUTIES.

To operate, during a shift, the controlling devices of an electrically operated drawbridge.

COMPENSATION.

Range of annual compensation, \$1,200 to \$1,320 inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

GRADE 2 (T D 2).

TITLES OF POSITIONS.

Drawbridge Operator.

DUTIES.

To be responsible, during a shift, for the operation and maintenance of an electrically operated drawbridge.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,560 inclusive.

Salary rates, \$1,440, \$1,500, \$1,560.

ELECTRICAL WORKER GROUP.

Symbol (T E).

The term Electrical Worker Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise work not requiring professional education or training, in the installation, operation, and repair of electrical equipment.

GRADE 1 (T E 1).

TITLES OF POSITIONS.

Electrician.

DUTIES.

To perform the duties properly required of electricians.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Electrician, \$1.

GRADE 2 (T E 2).

TITLES OF POSITIONS.

Foreman Electrician.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers and to perform related work.

GRADE 2 (T E 2)—Continued.**COMPENSATION.**

Regular service, 8 hours, exclusive of Sundays:

Annual compensation, \$2,520.

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons:

Annual compensation, \$2,340.

GRADE 3 (T E 3).**TITLES OF POSITIONS.**

Chief Electrician.

DUTIES.

To supervise and be responsible for the work of Electricians and Foreman Electricians in a Government department or bureau, and to perform the most difficult electrical work.

COMPENSATION.

Regular service, 8 hours, exclusive of Sundays:

Annual compensation, \$2,640.

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons:

Annual compensation, \$2,460.

ELEVATOR OPERATOR GROUP.

Symbol (T V).

The term Elevator Operator Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to operate or to supervise the operation of passenger or freight elevators.

GRADE 1 (T V 1).**TITLES OF POSITIONS.**

Elevator Operator.

DUTIES.

To operate a passenger or freight elevator.

COMPENSATION.

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

GRADE 2 (T V 2).**TITLES OF POSITIONS.**

Foreman Elevator Operator.

DUTIES.

To supervise and be responsible for the work of Elevator Operators in a Government department, bureau, or building.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,440, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440.

ENGINEMAN GROUP.

Symbol (T N).

The term Engineman Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise work involving the operation and maintenance of boilers, engines, generators, and other power equipment, used in the production of heat, light, power, or in refrigeration, ventilation, or mechanical operations.

GRADE 1 (T N 1).

TITLES OF POSITIONS.

Assistant Gas Engineman.
 Assistant Electric Substation Operator.
 Boiler Cleaner.
 Dynamo Tender.
 Fireman.
 Oiler.
 Refrigeration Operator.
 Water Tender.

DUTIES.

To oil and assist in the operation of gas engines; to assist in the operation of an electrical substation; or to clean the boilers of a power plant or central station; or to operate and maintain electrical machinery in a power plant; or to fire and maintain industrial locomotives, portable boilers, or hand or mechanically fired stationary boilers; or to maintain oiling devices about power-house machinery; or to assist in the operation of refrigerating machinery; or to be in charge of the boiler room of a power plant or central station; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Assistant Electric Substation Operator, Fireman (Industrial Locomotive), Fireman (Stationary Boiler):

Range of annual compensation, \$1,200 to \$1,320, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

Fireman (Portable Boiler):

Range of annual compensation, \$1,260 to \$1,380, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380.

Boiler Cleaner, Refrigeration Operator:

Range of annual compensation, \$1,320 to \$1,440, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440.

Dynamo Tender, Oiler, Water Tender, Assistant Gas Engine Operator:

Range of annual compensation, \$1,380 to \$1,500, inclusive.

Salary rates, \$1,380, \$1,440, \$1,500.

GRADE 2 (T N 2).

TITLES OF POSITIONS.

Assistant Engineman.
 Electric Substation Operator.
 Electric Switchboard Operator.

DUTIES.

To assist an Engineman, during a definite period or watch, in the operation and maintenance of machinery in a power plant, central station, service station, pumping station, or office building; or to have responsible charge of an electric substation; or to operate and maintain the switchboard of a power plant or central station; and to perform related work.

GRADE 2 (T N 2)—Continued.**COMPENSATION.**

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rate appears to be the prevailing rate at the present time:

Annual compensation:

Assistant Engineman, \$1,680.

Electric Substation Operator, \$1,680.

Electric Switchboard Operator, \$1,680.

GRADE 3 (T N 3).**TITLES OF POSITIONS.**

Engineman.

DUTIES.

Under the direction of a Supervising Engineman and during a definite period or watch, to be in charge of the operation and maintenance of the machinery of a power plant, central, service, or pumping station; or to be in responsible charge of the operation and maintenance of the machinery of an office building; or to be in charge of the gas engines and machinery in an isolated pumping station of the District of Columbia Water Department; or to be in responsible charge of a crematorium; or to operate and maintain hoisting machinery, air and gas compressors, industrial locomotives, steam rollers, or refrigerating machinery; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Gas Engineman, Crematorium Engineman, Engineman (Industrial Locomotive), Refrigeration Engineman:

Annual compensation, \$1,680.

Engineman (Power Plant, Central, Service, or Pumping Station, Office Building):

Annual compensation, \$1,800.

Hoisting Engineman:

Hourly compensation, \$1.

Steam Roller Engineman:

Hourly compensation, \$0.68½.

GRADE 4 (T N 4).**TITLES OF POSITIONS.**

Supervising Engineman.

DUTIES.

To have responsible charge of the operation and maintenance of machinery in a power plant or central station.

COMPENSATION

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Range of annual compensation, \$1,920 to \$2,160, inclusive.

Salary rates, \$1,920, \$2,040, \$2,160.

GRADE 5 (T N 5).

TITLES OF POSITIONS.

Assistant Chief Engineman.

DUTIES.

Under the direction of a Chief Engineman, to be responsible for the proper maintenance and repair of equipment in the largest type of Government power plant or central station.

COMPENSATION

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Range of annual compensation, \$2,280 to \$2,520, inclusive.

Salary rates, \$2,280, \$2,400, \$2,520.

SPECIAL REGULATION GOVERNING COMPENSATION:

Persons entering this grade need not necessarily begin at the lowest rate. The size of the plant in which the services are performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 6 (T N 6).

TITLES OF POSITIONS.

Chief Engineman.

DUTIES.

Under the general direction of a Mechanical Engineer, to be the executive and administrative head of the division charged with the production of heat, light, and power, refrigeration and ventilation, in the largest type of a Government power plant or central station.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Range of annual compensation, \$2,700 to \$3,060, inclusive.

Salary rates, \$2,700, \$2,880, \$3,060.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size of the plant in which the services are performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

FARM LABORER GROUP.

Symbol (T H).

The term Farm Laborer Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to farm operation.

GRADE 1 (T H 1).

TITLES OF POSITIONS.

Farm Hand.

Assistant Dairyman.

DUTIES.

To perform general farm labor or to assist in dairy work.

GRADE 1 (T H 1)—Continued.**COMPENSATION.**

Range of annual compensation, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

Range of annual compensation with maintenance, \$720 to \$840, inclusive.

Salary rates, \$720, \$780, \$840.

GRADE 2 (T H 2).**TITLES OF POSITIONS.**

Farm Foreman.

Dairyman.

Poultryman.

Swine Herdsman.

DUTIES.

To supervise general farm work and to direct the work of Farm Hands and Laborers; or to care for dairy cattle, poultry, or swine.

COMPENSATION.*Farm Foreman:*

Range of annual compensation, \$1,260 to \$1,380, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380.

Range of annual compensation with maintenance, \$900 to \$1,020, inclusive.

Salary rates, \$900, \$960, \$1,020.

Dairyman:

Range of annual compensation, \$1,320 to \$1,440, inclusive.

Salary rates, \$1,320, \$1,380, \$1,440.

Range of annual compensation with maintenance, \$960 to \$1,080, inclusive.

Salary rates, \$960, \$1,020, \$1,080.

Poultryman, Swine Herdsman:

Range of annual compensation, \$1,200 to \$1,320, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

Range of annual compensation with maintenance, \$840 to \$960, inclusive.

Salary rates, \$840, \$900, \$960.

GRADE 3 (T H 3).**TITLES OF POSITIONS.**

Farm Superintendent.

Orchardist.

DUTIES.

To have general management of the operation of a farm; or to perform and supervise work in connection with the care of orchards.

COMPENSATION.*Farm Superintendent:*

Range of annual compensation, with maintenance, \$1,500 to \$2,100, inclusive.

Salary rates, \$1,500, \$1,620, \$1,740, \$1,860, \$1,980, \$2,100.

Orchardist:

Range of annual compensation with maintenance, \$1,500 to \$1,860, inclusive.

Salary rates, \$1,500, \$1,620, \$1,740, \$1,860.

GRADE 3 (T H 3)—Continued.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size and character of the farm on which the services are performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GLASS AND OPTICAL WORKER GROUP.

Symbol (T G).

The term Glass and Optical Worker Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the glass-making and optical workers' trades.

GRADE 1 (T G 1).

TITLES OF POSITIONS.

Glass Blower.
Glass Foundryman.
Optical Worker.

DUTIES.

To perform the duties properly required of Glass Blowers, Glass Foundrymen, or Optical Workers.

COMPENSATION.

Annual compensation, \$2,100.

GRADE 2 (T G 2).

TITLES OF POSITIONS.

Foreman Glass Blower.
Foreman Glass Foundryman.
Foreman Optical Worker.

DUTIES.

To supervise and be responsible for the work of employees in Grade 1 and of helpers and laborers and to perform related work.

COMPENSATION.

Annual compensation, \$2,280.

JOURNEYMAN'S HELPER GROUP.

Symbol (T J).

The term Journeyman's Helper Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to render such assistance to journeymen in skilled trades and to perform such independent work in the trades as may properly be performed by helpers.

GRADE 1 (T J 1).

TITLES OF POSITIONS.

Artificial Limb Maker's Helper.
Blacksmith's Helper.
Bricklayer's Helper.
Carpenter's Helper.
Electrician's Helper.
General Mechanic's Helper.
Glass Blower's Helper.

GRADE 1 (T J 1)—Continued.**TITLES OF POSITIONS—Continued.**

Glass Foundryman's Helper.
 Harness Maker's Helper.
 Instrument Maker's Helper.
 Leather Worker's Helper.
 Machinist's Helper.
 Optical Maker's Helper.
 Orthopedic Shoemaker's Helper.
 Painter's Helper.
 Pattern Maker's Helper.
 Shoemaker's Helper.
 Tailor's Helper.
 Textile Worker's Helper.
 Tinsmith's Helper.

DUTIES.

To assist journeymen in their respective trades and to perform such independent work in those trades as may properly be performed by helpers.

COMPENSATION.

Range of annual compensation, \$1,200 to \$1,500, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320, \$1,380, \$1,440, \$1,500.

Range of hourly compensation, \$0.50 to \$0.80, inclusive.

Wage rates, \$0.50, \$0.55, \$0.60, \$0.65, \$0.70, \$0.75, \$0.80 per hour.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The prevailing rate of wages in the respective trades shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

LABORER GROUP.

Symbol (T R).

The term Laborer Group is applied to those offices or employments of the Skilled Trades and Labor Service in which incumbents are required to perform manual work requiring little skill or training and for which physical strength is an essential qualification, or to perform duties requiring general administrative ability in the supervision of unskilled and mechanical forces.

GRADE 1 (T R 1).**TITLES OF POSITIONS.**

Coachman.
 Garbage Collector.
 Laboratory Helper.
 Laboratory Helper (Photography).
 Laborer.
 Machine Operator.
 Maller and Wrapper.
 Packer.
 Shop Porter.
 Skilled Laborer.
 Stableman.
 Tankman (Bureau of Engraving and Printing).
 Teamster.

GRADE 1 (T R 1)—Continued.

DUTIES.

To perform manual work requiring little skill or training, and for which physical strength is an essential qualification.

Examples:

- Loading and unloading trucks.
- Packing supplies for shipment.
- Stacking paper used in the manufacture of paper money.
- Laying street paving.
- Cleaning laboratory apparatus.
- Cleaning boiler room and firing low-pressure boiler.
- Handling coal and removing ashes in a boiler room.
- Delivering and storing ice and operating simple apparatus in an ice-manufacturing plant.

COMPENSATION.

Laborer, Garbage Collector, Packer, Mailer and Wrapper, Stableman, Teamster, Coachman, Tankman (Bureau of Engraving and Printing), Laboratory Helper, Laboratory Helper (Photography), Shop Porter:

- Range of annual compensation, \$1,080 to \$1,200, inclusive.
- Salary rates, \$1,080, \$1,140, \$1,200.
- Range of hourly compensation, \$0.40 to \$0.48, inclusive.
- Wage rates, \$0.40, \$0.42, \$0.44, \$0.46, \$0.48.

Skilled Laborer:

- Range of annual compensation, \$1,260 to \$1,380, inclusive.
- Salary rates, \$1,260, \$1,320, \$1,380.
- Range of hourly compensation, \$0.50 to \$0.60, inclusive.
- Wage rates, \$0.50, \$0.55, \$0.60.

GRADE 2 (T R 2).

TITLES OF POSITIONS.

- Foreman of Construction.
- Foreman Garbage Collection (District of Columbia).
- Foreman Laborer.
- Foreman Mailer and Wrapper.
- Foreman Packer.
- Foreman Street Cleaning (District of Columbia).
- Stable Foreman.

DUTIES.

To supervise and be responsible for gangs of laborers and other employees in Grade 1, and to make such reports of location, time, and amount of and men and materials used on work as may be required.

COMPENSATION.

Foreman Laborer, Foreman Packer, Foreman Mailer and Wrapper:

- Range of annual compensation, \$1,260 to \$1,440, inclusive.
- Salary rates, \$1,260, \$1,320, \$1,380, \$1,440.
- Range of hourly compensation, \$0.50 to \$0.60, inclusive.
- Wage rates, \$0.50, \$0.55, \$0.60.

Foreman Street Cleaning (District of Columbia):

- Range of annual compensation, \$1,260 to \$1,380, inclusive.
- Salary rates, \$1,260, \$1,320, \$1,380.
- Range of hourly compensation, \$0.50 to \$0.60, inclusive.
- Wage rates, \$0.50, \$0.55, \$0.60.

GRADE 2 (T R 2)—Continued.**COMPENSATION**—Continued.*Foreman Garbage Collection (District of Columbia):*

Range of annual compensation, \$1,440 to \$1,560, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560.

Range of hourly compensation, \$0.60 to \$0.70, inclusive.

Wage rates, \$0.60, \$0.65, \$0.70.

Foreman of Construction:

Range of annual compensation, \$1,440 to \$1,620, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560, \$1,620.

Range of hourly compensation, \$0.60 to \$0.70, inclusive.

Wage rates, \$0.60, \$0.65, \$0.70.

Stable Foreman:

Range of annual compensation, \$1,440 to \$1,740, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560, \$1,620, \$1,680, \$1,740.

Range of hourly compensation, \$0.60 to \$0.75, inclusive.

Wage rates, \$0.60, \$0.65, \$0.70, \$0.75.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The prevailing rate of wages in similar employments, the degree of skill required, and the size and character of the unit in which the work is performed shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 3 (T R 3).**TITLES OF POSITIONS.**

Assistant Superintendent of Garbage Collection, District of Columbia.

DUTIES.

Under supervision, to direct the work of foremen and garbage collectors, to investigate and adjust complaints, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 4 (T R 4).**TITLES OF POSITIONS.**

Superintendent of Garbage Collection, District of Columbia.

Assistant Superintendent of Street Cleaning, District of Columbia.

DUTIES.

Under direction, to supervise the collection and disposal of garbage in the District of Columbia; or to assist the Superintendent of Street Cleaning in the cleaning of streets and the disposal of refuse in the District of Columbia.

COMPENSATION.

Range of annual compensation, \$2,400 to \$2,760, inclusive.

Salary rates, \$2,400, \$2,580, \$2,760.

GRADE 5 (T R 5).**TITLES OF POSITIONS.**

Superintendent of Street Cleaning, District of Columbia.

DUTIES.

To be responsible for the cleaning of streets and alleys and for the collection of garbage and refuse in the District of Columbia.

COMPENSATION.

Range of annual compensation, \$3,600 to \$4,080, inclusive.

Salary rates, \$3,600, \$3,840, \$4,080.

LEATHER AND CANVAS WORKER GROUP.

Symbol (T L).

The term Leather and Canvas Worker Group is applied to those Employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the leather and canvas working trades, such as mail bag sewing, harness making and shoemaking.

GRADE 1 (T L 1).**TITLES OF POSITIONS.**

Mail Bag Sewer.
Mail Bag Patch Fitter.
Mail Bag Repairer.

DUTIES.

To cut and fit patches for mail bags, to repair mail bags by hand or by machine.

COMPENSATION.

Mail Bag Sewer, Mail Bag Patch Fitter:

Hourly compensation, \$0.50.

Mail Bag Repairer:

Hourly compensation, \$0.60.

GRADE 2 (T L 2).**TITLES OF POSITIONS.**

Foreman Mail Bag Repairer.
Harness Maker and Saddler.
Shoemaker.

DUTIES.

To perform the work properly required of Harness Makers and Saddlers, Shoemakers; or to supervise and be responsible for the work of mail bag sewers and repairers and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Harness Maker and Saddler, Shoemaker:

Hourly compensation, \$0.75.

Foreman Mail Bag Repairer:

Hourly compensation, \$0.70.

GRADE 3 (T L 3).**TITLES OF POSITIONS.**

Foreman Harness Maker and Saddler.
Foreman Shoemaker.

DUTIES.

To supervise and be responsible for the work of journeymen, helpers, and laborers in their respective trades and to perform related work.

COMPENSATION.

Regular service, 8 hours, exclusive of Sundays:

Annual compensation, \$1,920.

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons:

Annual compensation, \$1,740.

MARINE ENGINEMAN GROUP.

Symbol (T Y).

The term Marine Engineman Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to operate or assist in the operation of the engineering equipment of power-driven boats or dredges.

GRADE 1 (T Y 1).**TITLES OF POSITIONS.**

Fireman (Marine).

Oiler (Marine).

DUTIES.

To maintain and fire boilers on a steamboat or dredge; or to oil and clean dredge or other machinery; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Range of annual compensation, \$1,260 to \$1,380, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380.

GRADE 2 (T Y 2).**TITLES OF POSITIONS.**

Assistant Marine Engineman.

Dredge Leverman.

DUTIES.

To operate and maintain internal-combustion marine engines; or to assist in the operation and maintenance of the power equipment of a steamboat; or to be responsible for the operation and maintenance of the "cutting and pumping end" of a hydraulic dredge; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Assistant Marine Engineman:

Range of annual compensation, \$1,500 to \$1,680, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620, \$1,680.

Dredge Leverman:

Range of annual compensation, \$1,440 to \$1,620, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560, \$1,620.

GRADE 3 (T Y 3).**TITLES OF POSITIONS.**

Dredge Engineman.

Marine Engineman.

DUTIES.

To be responsible for the operation and maintenance of the power equipment of a steamboat or of steam, electric or gasoline engines and machines of a dredge.

GRADE 3 (T Y 3)—Continued.**COMPENSATION.**

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time.

Marine Engineman:

Range of annual compensation, \$1,800 to \$1,980, inclusive.

Salary rates, \$1,800, \$1,980.

Dredge Engineman:

Range of annual compensation, \$1,680 to \$1,800, inclusive.

Salary rates, \$1,680, \$1,800.

MARINE OFFICER GROUP.

Symbol (T I).

The term Marine Officer Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to navigate or assist in the navigation of vessels.

GRADE 1 (T I 1).**TITLES OF POSITIONS.**

Deck Hand.

DUTIES.

To perform manual work requiring little skill in connection with the care, operation, and navigation of a vessel.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

GRADE 2 (T I 2).**TITLES OF POSITIONS.**

Mate.

DUTIES.

Under the direction of a Master to supervise the navigation, operation, and care of a ferryboat or hydraulic dredge, and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Mate (Ferryboat):

Range of annual compensation, \$1,440 to \$1,560, inclusive.

Salary rates, \$1,440, \$1,500, \$1,560.

Mate (Dredge):

Range of annual compensation, \$1,620 to \$1,740, inclusive.

Salary rates, \$1,620, \$1,680, \$1,740.

GRADE 3 (T I 3).**TITLES OF POSITIONS.**

Captain.
Master.
Pilot.

DUTIES.

To direct and be responsible for the care, maintenance, and navigation of a motor boat, tugboat, derrick boat, ferryboat, fire boat, snag boat, or hydraulic dredge; or to assist in the navigation of a tugboat of more than 150 gross tons.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Captain (Motor Boat):

Range of annual compensation, \$1,800 to \$2,040, inclusive.
Salary rates, \$1,800, \$1,920, \$2,040.

Captain (Tug):

Range of annual compensation, \$1,860 to \$2,100, inclusive.
Salary rates, \$1,860, \$1,980, \$2,100.

Pilot (Tug):

Range of annual compensation, \$1,740 to \$1,920, inclusive.
Salary rates, \$1,740, \$1,800, \$1,860, \$1,920.

Master (Ferryboat):

Range of annual compensation, \$1,620 to \$1,740, inclusive.
Salary rates, \$1,620, \$1,740.

Master (Derrick Boat, Fire Boat, Snag Boat):

Range of annual compensation, \$1,980 to \$2,100, inclusive.
Salary rates, \$1,980, \$2,100.

Master (Tug):

Range of annual compensation, \$2,160 to \$2,280, inclusive.
Salary rates, \$2,160, \$2,280.

Master (Hydraulic Dredge):

Range of annual compensation, \$2,400 to \$2,520, inclusive.
Salary rates, \$2,400, \$2,520.

MECHANIC GROUP.

Symbol (T M).

The term Mechanic Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the mechanic, machinist, instrument-making, and boat-calking trades.

GRADE 1 (T M 1).**TITLES OF POSITIONS.**

Machinist.
Machinist (Automobile).
Machinist (Printing Office).
Mechanic (Office Appliances).
Automobile Repairman.
Instrument Maker.

GRADE 1 (T M 1)—Continued.**DUTIES.**

To perform the duties properly required of journeymen in these trades.

Examples:

Constructing, assembling, installing, and repairing machinery of all classes; maintaining and repairing all kinds of mechanical office appliances; repairing automobiles; designing, making, and repairing scientific instruments and apparatus.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Machinist:

Hourly compensation, \$0.80.

Machinist (Automobile):

Hourly compensation, \$0.90.

Machinist (Printing Office):

Hourly compensation, \$1.

Mechanic (Office Appliances):

Range of annual compensation, \$1,500 to \$1,860, inclusive.

Salary rates, \$1,500, \$1,620, \$1,740, \$1,860.

Automobile Repairmen:

Range of hourly compensation, \$0.55 to \$0.65, inclusive.

Wage rates, \$0.55, \$0.60, \$0.65.

Instrument Maker:

Range of annual compensation, \$1,920 to \$2,280, inclusive.

Salary rates, \$1,920, \$2,040, \$2,160, \$2,280.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering positions as mechanics (office appliances) need not necessarily begin at the lowest rate. The character and variety of the work and the degree of skill required shall be the basis for determining the minimum and advancement to the maximum.

GRADE 2 (T M 2).**TITLES OF POSITIONS.**

Foreman Machinist.

Foreman Mechanic (Office Appliances).

Foreman Instrument Maker.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers and to perform related work.

COMPENSATION.*Foreman Machinist:*

Regular service, 8 hours, exclusive of Sundays.

Annual compensation, \$2,520.

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons.

Annual compensation, \$2,340.

Foreman Mechanic (Office Appliances):

Annual compensation, \$1,980.

Foreman Instrument Maker:

Range of annual compensation, \$2,400 to \$3,000, inclusive.

Salary rates, \$2,400, \$2,520, \$2,640, \$2,760, \$2,880, \$3,000.

GRADE 2 (T M 2)—Continued.**SPECIAL REGULATION GOVERNING COMPENSATION.**

Persons entering positions as Foreman Instrument Maker need not necessarily begin at the lowest rate. The size of the force under supervision and the character of the work involved shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

GRADE 3 (T M 3).**TITLES OF POSITIONS.**

Chief Machinist.

Shop Superintendent.

DUTIES.

To plan, devise, and supervise the installation of machinery and equipment; or to have general direction of shop and field forces; or to plan and direct the work of one or more trades in the mechanical shops of a department or bureau; and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,400 to \$3,660, inclusive.

Salary rates, \$2,400, \$2,580, \$2,760, \$2,940, \$3,120, \$3,300, \$3,480, \$3,660.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size of the shop or force under supervision and the character of the work involved shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

METAL WORKER GROUP.

Symbol (T T).

The term Metal Worker Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the blacksmithing, tinsmithing, sheet-metal working, and foundry-working trades.

GRADE 1 (T T 1).**TITLES OF POSITIONS.**

Blacksmith.

Tinsmith and Sheet-Metal Worker.

Foundryman.

DUTIES.

To perform the duties properly required of Blacksmiths, Tinsmiths, and Sheet-Metal Workers or Foundrymen.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Blacksmith, \$0.75.

Tinsmith and Sheet-Metal Worker, \$1.

Foundryman, \$0.75.

GRADE 2 (T T 2).

TITLES OF POSITIONS.

Foreman Blacksmith.

Foreman Tinsmith and Sheet-Metal Worker.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers, and to perform related work.

COMPENSATION.

Foreman Blacksmith:

Regular Service, 8 hours, exclusive of Sundays.

Annual compensation, \$1,920.

Regular Service, 8 hours, exclusive of Sundays and Saturday Afternoons.

Annual compensation, \$1,740.

Foreman Tinsmith and Sheet-Metal Worker:

Regular Service, 8 hours, exclusive of Sundays.

Annual compensation, \$2,520.

Regular Service, 8 hours, exclusive of Sundays and Saturday Afternoons.

Annual compensation, \$2,340.

MOTOR DRIVER GROUP.

Symbol (T C).

The term Motor Driver Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to operate and make minor repairs to motor vehicles, to supervise a garage, or to organize an entire motor-transportation system.

GRADE 1 (T C 1).

TITLES OF POSITIONS.

Motor Truck Drivers.

Chauffeur.

DUTIES.

To operate, maintain, and make minor repairs to gasoline, steam, and electric passenger motor vehicles or automobile trucks and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time.

Motor Truck Driver:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

Chauffeur:

Range of annual compensation, \$1,260 to \$1,380, inclusive.

Salary rates, \$1,260, \$1,320, \$1,380.

GRADE 2 (T C 2).

TITLES OF POSITIONS.

Garage Superintendent.

DUTIES.

To have responsible charge of a garage.

GRADE 2 (T C 2)—Continued.**COMPENSATION.**

Range of annual compensation, \$1,500 to \$2,100, inclusive.

Salary rates, \$1,500, \$1,620, \$1,740, \$1,860, \$1,980, \$2,100.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size of the garage in which the services are performed shall be the basis for filling positions at a rate above the medium and for advancement to the maximum.

GRADE 3 (T C 3).**TITLES OF POSITIONS.**

Motor Transportation Expert (Public Health Service).

DUTIES.

To organize the motor-transportation system of the Public Health Service.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

MUSICIAN GROUP.

Symbol (T U).

The term Musician Group is applied to those offices or employments of the Skilled Trades and Labor Service in which incumbents are required to play in or direct a band or orchestra, or to sing in or direct a church choir.

GRADE 1 (T U 1).**TITLES OF POSITIONS.**

Musician.

Chorister.

Organist and Choir Leader.

DUTIES.

To play one or more musical instruments in band or orchestra; to sing in a church choir; or to play the pipe organ, and train and direct a church choir.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Musician, \$2.

Chorister, \$2.

Organist and Choir Leader, \$4.

GRADE 2 (T U 2).**TITLES OF POSITIONS.**

Assistant Bandmaster.

DUTIES.

To assist the bandmaster in conducting a band or orchestra, to be responsible for the musical library of the organization, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,200 to \$1,320, inclusive.

Salary rates, \$1,200, \$1,260, \$1,320.

GRADE 3 (T U 3).**TITLES OF POSITIONS.**

Bandmaster.

DUTIES.

- To conduct a band or orchestra, training members, managing rehearsals, planning programs, and performing other related work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,040, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040.

ORTHOPEDIST GROUP.

Symbol (T O).

The term Orthopedist Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to make, repair and fit artificial limbs or steel braces, to make plaster molds of parts of the body, or to supervise the work of an artificial limb and orthopedic shop.

GRADE 1 (T O 1).**TITLES OF POSITIONS.**

Artificial Limb Maker.

Artificial Limb Molder.

Artificial Limb Fitter.

Bracemaker.

Orthopedic Leather Worker.

Orthopedic Shoemaker.

DUTIES.

To make and repair, or to assemble, adjust, and fit artificial limbs, or to make plaster molds of parts of the body; or to make and repair steel braces for the correction of bodily deformities, and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Weekly compensation:

Artificial Limb Maker, \$35.

Artificial Limb Molder, \$30.

Artificial Limb Fitter, \$45.

Bracemaker, \$40, \$45.

Orthopedic Leather Worker, \$35.

Orthopedic Shoemaker, \$35.

GRADE 2 (T O 2).**TITLES OF POSITIONS.**

Foreman Orthopedist.

DUTIES.

Under supervision, to be responsible for the work performed in an artificial limb and orthopedic shop.

COMPENSATION.

Weekly compensation, \$50.

PAINTER GROUP.

Symbol (T P).

The term Painter Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the painting trade and its allied specialties.

GRADE 1 (T P 1).**TITLES OF POSITIONS.**

Painter.

Sign Painter.

DUTIES.

To perform duties properly required of painters or sign painters.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Painter, \$1.

Sign Painter, \$0.90.

GRADE 2 (T P 2).**TITLES OF POSITIONS.**

Foreman Painter.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers, and to perform related work.

COMPENSATION.

Regular service, 8 hours, exclusive of Sundays.

Annual compensation, \$2,520.

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons.

Annual compensation, \$2,340.

PARK WORKER GROUP.

Symbol (T K).

The term Park Worker Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise work incident to the maintenance of parks and grounds.

GRADE 1 (T K 1).**TITLES OF POSITIONS.**

Park Laborer.

Assistant Gardener.

DUTIES.

To perform routine manual labor incident to the maintenance of parks; or to perform routine gardening and greenhouse work and receive instruction in gardening, and to perform related work.

COMPENSATION.

Range of hourly compensation, \$0.40 to \$0.48, inclusive.

Wage rates, \$0.40, \$0.42, \$0.44, \$0.46, \$0.48.

Range of annual compensation, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

GRADE 2 (T K 2).

TITLES OF POSITIONS.

Gardener.
Foreman of Park Maintenance.
Superintendent, Soldiers' Home National Cemetery.
Tree Surgeon.

DUTIES.

To perform general gardening work; or to perform and supervise work incident to the care of trees; or to be responsible for the care and maintenance of a park or park section; and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,380 to \$1,500, inclusive.
Salary rates, \$1,380, \$1,440, \$1,500.

GRADE 3 (T K 3).

TITLES OF POSITIONS.

Foreman Gardener.
General Foreman of Park Construction.
Park Division Supervisor.
Superintendent, Arlington National Cemetery.
Superintendent of Grounds, United States Soldiers' Home.

DUTIES.

To supervise the work of Gardeners, Assistant Gardeners, and Laborers; or to be responsible for the care and maintenance of parks in a designated division of the District of Columbia; or for the care and maintenance of the Arlington National Cemetery or for the grounds and stables of the United States Soldiers' Home; or for the construction work in the parks and grounds of the District of Columbia; and to perform related work.

COMPENSATION.

Foreman Gardener, Park Division Supervisor:

Range of annual compensation, \$1,620 to \$1,740, inclusive.
Salary rates, \$1,620, \$1,680, \$1,740.

General Foreman of Park Construction, Superintendent Arlington National Cemetery, Superintendent of Grounds, United States Soldiers' Home:

Range of annual compensation, \$1,680 to \$1,800, inclusive.
Salary rates, \$1,680, \$1,740, \$1,800.

GRADE 4 (T K 4).

TITLES OF POSITIONS.

Assistant Garden Superintendent.
Assistant Superintendent of Trees and Parking.
Special Plant Propagator.

DUTIES.

To assist in the administrative direction of extensive gardens, nurseries, or grounds; or to assist in the administration of the Division of Trees and Parking; or to perform highly skilled work in the propagation and care of plants; and to perform related work.

COMPENSATION.

Assistant Superintendent of Trees and Parking, Assistant Garden Superintendent:

Range of annual compensation, \$1,860 to \$2,100 inclusive.
Salary rates, \$1,860, \$1,980, \$2,100.

GRADE 4 (T K 4)—Continued.**COMPENSATION—Continued.***Special Plant Propagator:*

Range of annual compensation, \$2,100 to \$2,340 inclusive.

Salary rates, \$2,100, \$2,220, \$2,340.

GRADE 5 (T K 5).**TITLES OF POSITIONS.**

Garden Superintendent.

Superintendent of Trees and Parking.

DUTIES.

To have administrative charge of the maintenance of extensive gardens, nurseries, or grounds; or to have administrative charge of the Division of Trees and Parking.

COMPENSATION.

Range of annual compensation, \$2,400 to \$2,760, inclusive.

Salary rates, \$2,400, \$2,580, \$2,760.

PHOTOGRAPHER GROUP.

Symbol (T F).

The term Photographer Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise the production of photographic negatives, prints, films, or lantern slides.

GRADE 1 (T F 1).**TITLES OF POSITIONS.**

Photographic Aid.

DUTIES.

To aid Photographers in routine laboratory work.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,320.

Salary rates, \$1,080, \$1,140, \$1,200, \$1,260, \$1,320.

GRADE 2 (T F 2).**TITLES OF POSITIONS.**

Assistant Photographer.

DUTIES.

To assist Photographers in the various processes of the production of photographic negatives, prints, films, or lantern slides.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,680, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680.

GRADE 3 (T F 3).**TITLES OF POSITIONS.**

Photographer.

DUTIES.

To produce photographic prints, negatives, films, or lantern slides.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 4 (T F 4).**TITLES OF POSITIONS.**

Chief Photographer.

DUTIES.

To supervise a photographic laboratory, division, or section, or to perform highly technical and difficult photographic work.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,880, inclusive.

Salary rates, \$2,340, \$2,520, \$2,700, \$2,880.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. The size of the unit supervised and the degree of skill required shall be the basis for filling positions at a rate above the minimum and for advancement to the maximum.

PLUMBER AND STEAMFITTER GROUP.

Symbol (T S).

The term Plumber and Steamfitter Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the plumbing, steamfitting, and allied trades.

GRADE 1 (T S 1).**TITLES OF POSITIONS.**

Plumber.

Steamfitter.

DUTIES.

To perform the duties properly required of plumbers or steamfitters.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Plumber, \$1.

Steamfitter, \$1.06 $\frac{1}{4}$.

GRADE 2 (T S 2).**TITLES OF POSITIONS.**

Foreman Plumber.

Foreman Steamfitter.

DUTIES.

To supervise and be responsible for the work of employees in grade 1, and of helpers and laborers, and to perform related work.

COMPENSATION.

Regular service, 8 hours, exclusive of Sundays.

Foreman Plumber:

Annual compensation, \$2,520.

Foreman Steamfitter:

Annual compensation, \$2,700.

GRADE 2 (T S 2)—Continued.**COMPENSATION—Continued.**

Regular service, 8 hours, exclusive of Sundays and Saturday Afternoons.

Foreman Plumber:

Annual compensation, \$2,340.

Foreman Steamfitter:

Annual compensation, \$2,460.

TAILOR GROUP.

Symbol (T A).

The series Tailor Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise hand or machine sewing, designing or other related work involved in the making of suits or other heavy clothing.

GRADE 1 (T A 1).**TITLES OF POSITIONS.**

Tailor.

Bushelman.

DUTIES.

To do hand or machine work involved in the making of suits or other heavy clothing, or to make alterations or repairs on garments.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Weekly compensation:

Tailor, \$36.

Bushelman, \$36.

GRADE 2 (T A 2).**TITLES OF POSITIONS.**

Clothing Designer.

Foreman Tailor.

DUTIES.

To design standard patterns and model block patterns for the manufacture of clothing and to make sample garments; or to supervise and be responsible for the work produced in a tailor shop.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Weekly compensation:

Clothing Designer, \$40.

Foreman Tailor, \$40.

TELEGRAPHER GROUP.

Symbol (T Q).

The term Telegrapher Group is applied to those offices or employments of the Skilled Trades and Labor Service in which incumbents are required to operate or to supervise the operation of telegraph instruments.

GRADE 1 (T Q 1).

TITLES OF POSITIONS.

Multiplex Operator.

DUTIES.

Under supervision, to operate multiplex machines for sending and receiving telegraphic communications and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,080 to \$1,200, inclusive.

Salary rates, \$1,080, \$1,140, \$1,200.

GRADE 2 (T Q 2).

TITLES OF POSITIONS.

Fire-Alarm Operator (Fire Department.)

Senior Multiplex Operator.

DUTIES.

To supervise employees in grade 1; or to operate, care for, and adjust automatic or semiautomatic instruments for receiving and transmitting fire alarms; and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,320 to \$1,560, inclusive.

Salary rates, \$1,320, \$1,440, \$1,560.

GRADE 3 (T Q 3).

TITLES OF POSITIONS.

Telegrapher.

DUTIES.

Under supervision, to operate telegraph instruments for sending and receiving messages and to perform incidental clerical work.

COMPENSATION.

Range of annual compensation, \$1,800 to \$2,160, inclusive.

Salary rates, \$1,800, \$1,920, \$2,040, \$2,160.

GRADE 4 (T Q 4).

TITLES OF POSITIONS.

Chief Telegrapher.

Telegraph-Secretary, White House.

DUTIES.

To be in charge of a small telegraph office in a department or bureau; or to operate instruments for sending and receiving telegraphic communications for the President and the Executive Office; and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,280 to \$2,520, inclusive.

Salary rates, \$2,280, \$2,400, \$2,520.

GRADE 5 (T Q 5).**TITLES OF POSITIONS.**

Manager of Wire Communications.

DUTIES.

To be responsible for the work of a large departmental telephone and telegraph division.

COMPENSATION.

Range of annual compensation, \$2,640 to \$2,760, inclusive.
Salary rates, \$2,640, \$2,760.

TEXTILE WORKER GROUP.

Symbol (T X).

The term Textile Worker Group is applied to those offices or employments of the Skilled Trades and Labor Service in which incumbents are required to supervise or perform work pertaining to the textile trades.

GRADE 1 (T X 1).**TITLES OF POSITIONS.**

Textile Worker.

DUTIES.

Under supervision, to maintain and operate textile machinery, and to perform research work in connection with the manufacture of yarns and fabrics.

COMPENSATION.

Range of annual compensation, \$1,620 to \$1,800, inclusive.
Salary rates, \$1,620, \$1,680, \$1,740, \$1,800.

GRADE 2 (T X 2).**TITLES OF POSITIONS.**

Overseer, Experimental Textile Mill.

DUTIES.

To supervise Textile Workers and Helpers in making yarns and fabrics and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,920 to \$2,160, inclusive.
Salary rates, \$1,920, \$2,040, \$2,160.

GRADE 3 (T X 3).**TITLES OF POSITIONS.**

Superintendent, Experimental Textile Mill.

DUTIES.

To direct and be responsible for the routine and research work of an experimental textile mill.

COMPENSATION.

Range of annual compensation, \$2,340 to \$2,520, inclusive.
Salary rates, \$2,340, \$2,520.

WOODWORKER GROUP.

Symbol (T W).

The term Woodworker Group is applied to those employments of the Skilled Trades and Labor Service in which incumbents are required to perform or supervise duties pertaining to the carpentry, pattern making, or wheelwright trades.

GRADE 1 (T W 1).

TITLES OF POSITIONS.

Boat caulker.
Carpenter.
Pattern Maker.
Wheelwright.

DUTIES.

To perform the duties properly required of boat calkers, carpenters, pattern makers, or wheelwrights.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time.

Hourly compensation:

Boat Calkers, \$0.70.
Carpenter, \$1.05.
Pattern Maker, \$1.
Wheelwright, \$0.75.

GRADE 2 (T W 2).

TITLES OF POSITIONS.

Foreman Carpenter.
Foreman Pattern Maker.
Foreman Wheelwright.

DUTIES.

To supervise and be responsible for the work of employees in grade 1 and of helpers and laborers and to perform related work.

COMPENSATION.

Foreman Carpenter.

Regular service, 8 hours, exclusive of Sundays.
Annual compensation, \$2,640.

Regular service, 8 hours, exclusive of Sundays and Saturday afternoons.

Annual compensation, \$2,460.

Foreman Pattern Maker.

Regular service, 8 hours, exclusive of Sundays.
Annual compensation, \$2,520.

Regular service, 8 hours, exclusive of Sundays and Saturday afternoons.

Annual compensation, \$2,340.

Foreman Wheelwright.

Regular service, 8 hours, exclusive of Sundays.
Annual compensation, \$1,920.

Regular service, 8 hours, exclusive of Sundays and Saturday afternoons.

Annual compensation, \$1,740.

MISCELLANEOUS SKILLED WORKER GROUP.

Symbol (T Z).

The term Miscellaneous Skilled Worker Group is applied to those employees of the Skilled Trades and Labor Service in which incumbents are required to perform routine or specialized skilled work of an exceptional nature not included in the other groups of the Skilled Trades and Labor Service.

GRADE 1 (T Z 1).**TITLES OF POSITIONS.**

Broom Maker.
Disinfector.
Diver.
Exhibits Model Maker.*
Hat Repairer.
Ink Maker.
Knife Grinder.
Paper Maker.
Paste, Glue, and Gum Maker.
Roller Maker.
Upholsterer and Mattress Maker.

DUTIES.

To perform such work as may properly be required of workers in their respective trades and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia.

The following rates appear to be the prevailing rates at the present time:

Broom Maker:

Range of annual compensation, \$1,500 to \$1,620, inclusive.

Salary rates, \$1,500, \$1,560, \$1,620.

Disinfector:

Range of annual compensation, \$1,320 to \$1,440, inclusive.

Salary rates, \$1,320, \$1,360, \$1,440.

Diver:

Annual compensation, \$3,000.

Hat Repairer:

Range of annual compensation, \$1,140 to \$1,260, inclusive.

Salary rates, \$1,140, \$1,200, \$1,260.

Paste, Glue, and Gum Maker:

Range of annual compensation, \$1,380 to \$1,500, inclusive.

Salary rates, \$1,380, \$1,440, \$1,500.

Exhibits Model Maker:

Hourly compensation, \$0.80.

Ink Maker:

Hourly Compensation, \$0.85.

Knife Grinder:

Hourly compensation, \$0.75.

Paper Maker:

Hourly compensation, \$0.85.

Roller Maker:

Hourly compensation, \$0.95.

Upholsterer and Mattress Maker:

Hourly compensation, \$0.70.

PRINTING TRADES SERVICE.

Symbol (R).

The term Printing Trades Service is applied to those offices or employments the duties of whose incumbents are to perform, supervise, or direct work involved in the various printing-trade processes.

BINDERY WORKER GROUP.

Symbol (R B).

The term Bindery Worker Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise the binding and related work of the Government Printing Office and of the Bureau of Engraving and Printing.

GRADE 1 (R B 1).

TITLES OF POSITIONS.

Bindery Gold Hand.
Bindery Hand Sewer.
Bindery Worker.
Bookwork Examiner.
Ruling or Folding Machine Feeder.

DUTIES.

Under immediate supervision, to apply gold or aluminum leaf to book covers or to leather for titles before stamping; to sew books by hand; to do folding, gathering, stitching, collating, pasting, and inserting by hand; to examine job work after finishing; or to feed by hand sheets of paper into a ruling or folding machine; and to perform related work.

COMPENSATION.

Bindery Gold Hand, Bindery Hand Sewer, Bindery Worker, Ruling or Folding Machine Operator:

Range of hourly compensation, \$0.45 to \$0.55 inclusive.

Wage rates, \$0.45, \$0.50, \$0.55.

Bookwork Examiner:

Hourly compensation, \$0.55.

GRADE 2 (R B 2).

TITLES OF POSITIONS.

Bindery Man.
Bindery Supervisor.
Folding or Gathering-Machine Operator.
Leather Cutter.
Signature Pressman.

DUTIES.

Under supervision, to perform minor work in various processes of book or pamphlet binding; to be responsible for the work of a binding group in the Government Printing Office; to operate folding or gathering machines; to cut leather and cloth for binding; or to operate a power signature press; and to perform related work.

GRADE 2 (R B 2)—Continued.**COMPENSATION.**

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Bindery man, \$0.65.

Bindery Supervisor, \$0.65.

Folding or Gathering-Machine Operator, \$0.70.

Leather Cutter, \$0.70.

Signature Pressman, \$0.65.

GRADE 3 (R B 3).**TITLES OF POSITIONS.**

Bookbinder.

Marbler.

Principal Folding or Gathering-Machine Operator.

Principal Signature Pressman.

Ruling Machine Operator.

DUTIES.

Under supervision, to perform bookbinding, mounting, and binding-machine operating; to marble the edges of books; to supervise the operation of folding or gathering machines or signature presses; or to operate a ruling machine; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time.

Hourly compensation:

Bookbinder, \$0.85.

Marbler, \$0.85.

Principal Folding or Gathering-Machine Operator, \$0.85.

Principal Signature Pressman, \$0.75.

Ruling-Machine Operator, \$0.85.

GRADE 4 (R B 4).**TITLES OF POSITIONS.**

Bindery Officeman, Government Printing Office.

Bookbinder in Charge, Government Printing Office.

Foreman of Section, Binding Division, Bureau of Engraving and Printing.

DUTIES.

Under supervision, to perform the necessary office work of the Binding Division of the Government Printing Office; to be responsible for the work of a group of bindery employees in the Government Printing Office; or to have charge of a section doing binding and related work in the Bureau of Engraving and Printing; and to perform related work.

COMPENSATION.

Hourly compensation, \$0.90.

If the Bindery Officeman (Government Printing Office) is not a Bookbinder he shall be placed in the Clerk Group of the Clerical Service.

GRADE 5 (R B 5).

TITLES OF POSITIONS.

Assistant Foreman, Binding Section, Government Printing Office.

Assistant Superintendent, Binding Division, Bureau Engraving and Printing.

DUTIES.

Under general supervision of a Foreman, to have direct supervision over the employees of a binding section of the Government Printing Office; or under direction of the Superintendent of the Binding Division of the Bureau of Engraving and Printing, to plan, lay out, and distribute the work of the Division.

COMPENSATION.

Assistant Foreman, Binding Section, Government Printing Office:

Hourly compensation, \$1.10.

Assistant Superintendent, Binding Division, Bureau of Engraving and Printing:

Hourly compensation, \$1.

GRADE 6 (R B 6).

TITLES OF POSITIONS.

Foreman, Binding Section, Government Printing Office.

Superintendent, Binding Division, Bureau of Engraving and Printing.

DUTIES.

Under general direction of the Superintendent of the Binding Division of the Government Printing Office, to be responsible for all work produced by a binding section; or under general direction of the Assistant Director of the Bureau of Engraving and Printing, to be responsible for the work produced by the Binding Division.

COMPENSATION.

Foreman, Binding Section, Government Printing Office:

Range of annual compensation, \$2,880 to \$3,120, inclusive.

Salary rates, \$2,880, \$3,120.

Superintendent, Binding Division, Bureau of Engraving and Printing:

Range of annual compensation, \$2,640 to \$2,880, inclusive.

Salary rates, \$2,640, \$2,880.

GRADE 7 (R B 7).

TITLES OF POSITIONS.

Superintendent, Binding Division, Government Printing Office.

DUTIES.

Under general direction, to be responsible for all work produced by the Binding Division of the Government Printing Office.

COMPENSATION.

Range of annual compensation, \$3,600 to \$4,080, inclusive.

Salary rates, \$3,600, \$3,840, \$4,080.

COPPER PLATE ENGRAVER GROUP.

Symbol (R C).

The term Copper Plate Engraver Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise copperplate engraving or other reproductive processes used in the making of topographical or other maps or nautical charts.

GRADE 1 (R C 1).**TITLES OF POSITIONS.**

Apprentice Copper Plate Engraver.

DUTIES.

Under immediate supervision, to learn copper plate map and nautical chart engraving and to perform simple engraving and related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R C 2).**TITLES OF POSITIONS.**

Junior Copper Plate Engraver.

DUTIES.

Under supervision, to engrave on copper plates topographical or other maps or nautical charts, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,560 to \$1,920, inclusive.

Salary rates, \$1,560, \$1,680, \$1,800, \$1,920.

GRADE 3 (R C 3).**TITLES OF POSITIONS.**

Master Copper Plate Engraver.

DUTIES.

Under supervision, to engrave on copper plates topographical or other maps or nautical charts, the execution of which is of a difficult nature, and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,040 to \$2,400, inclusive.

Salary rates, \$2,040, \$2,160, \$2,280, \$2,400.

GRADE 4 (R C 4).**TITLES OF POSITIONS.**

Senior Copper Plate Engraver.

DUTIES.

Under general supervision, to engrave on copper plates topographical or other maps or nautical charts of the most difficult character, and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,520 to \$2,760, inclusive.

Salary rates, \$2,520, \$2,640, \$2,760.

GRADE 5 (R C 5).**TITLES OF POSITIONS.**

Assistant Chief, Nautical Chart Engraver.

Assistant Foreman, Copper Plate Map Engraving (Geological Survey).

DUTIES.

Under direction of the Chief Nautical Chart Engraver, to supervise the production of engraved copper plates used in the production of nautical charts; or to assist in the supervision of the engraving on copper plates of topographical maps in the United States Geological Survey; or personally to engrave copper-plate charts or maps; and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,880 to \$3,000, inclusive.

Salary rates, \$2,880, \$3,000.

GRADE 6 (R C 6).

TITLES OF POSITIONS.

Chief Nautical Chart Engraver.

Foreman, Copper Plate Map Engraving (Geological Survey).

DUTIES.

Under direction, to supervise the production of all copper plates from which nautical charts or other graphic matter are made in the engraving section of a Government department or bureau.

COMPENSATION.

Range of annual compensation, \$3,180 to \$3,360, inclusive.

Salary rates, \$3,180, \$3,360.

GRADE 7 (R C 7).

TITLES OF POSITIONS.

Chief Engraver (Geological Survey).

DUTIES.

Under direction, to supervise and be responsible for the reproductive processes used in the production of topographical maps and other graphic matter in the United States Geological Survey.

COMPENSATION.

Range of compensation, \$4,320, to \$4,800, inclusive.

Salary rates, \$4,320, \$4,560, \$4,800.

FOUNDRY WORKER GROUP.

Symbol (R F).

The term Foundry Worker Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to assist in, perform, or supervise work involved in the production of electrotpe and stereotype plates in the Government Printing Office.

GRADE 1 (R F 1).

TITLES OF POSITIONS.

Electrotyper Helper.

DUTIES.

Under immediate supervision, to assist in the production of electrotypes.

COMPENSATION.

Hourly compensation, \$0.75.

GRADE 2 (R F 2).

TITLES OF POSITIONS.

Electrotyper.

Electrotyper-Finisher.

Foundry Officeman, Government Printing Office.

Stereotyper.

DUTIES.

Under supervision, to make metallic copies of type forms with or without cuts, and of engravings; to finish electrotpe and stereotype plates by removing imperfections and irregularities; to handle the office work incident to the production or repair of electrotpe and stereotype plates in the Government Printing Office; or to prepare matrix and make stereotype plates; and to perform related work.

GRADE 2 (R F 2)—Continued.**COMPENSATION.**

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Electrotypist, \$0.90.

Electro-Finisher, \$0.90.

Foundry Officeman, Government Printing Office, \$0.90.

Stereotypist, \$0.90.

If Foundry Officeman (Government Printing Office) is not an electrotypist or a stereotypist, he shall be placed in the Clerk Group of the Clerical Service.

GRADE 3 (R F 3).**TITLES OF POSITIONS.**

Electrotypist in Charge.

Electrotypist-Finisher in Charge.

Stereotypist in Charge.

DUTIES.

Under direction, to supervise the work of electrotypists, electrotypist-finishers, or stereotypists in grades 1 and 2, and personally to perform such work or related work.

COMPENSATION.

Hourly compensation, \$0.95.

GRADE 4 (R F 4).**TITLES OF POSITIONS.**

Assistant Foreman, Foundry Section, Government Printing Office.

DUTIES.

Under the direction of the Foreman, to have charge of the Electrotyping or Stereotyping Section of the Government Printing Office.

COMPENSATION.

Hourly compensation, \$1.10.

GRADE 5 (R F 5).**TITLES OF POSITIONS.**

Foreman, Foundry Section, Government Printing Office.

DUTIES.

Under the direction of the Superintendent of Printing, to supervise the manufacturing of electrotype and stereotype plates in the Government Printing Office.

COMPENSATION.

Range of annual compensation, \$3,120 to \$3,360, inclusive.

Salary rates, \$3,120, \$3,360.

LITHOGRAPHER GROUP.

Symbol (R L).

The term Lithographer Group is applied to those offices or employments of the Printing Trades Service in which employees are required to perform or supervise the work involved in the making of lithographs.

GRADE 1 (R L 1).

TITLES OF POSITIONS.

Lithographic Apprentice.

DUTIES.

Under immediate supervision, to perform the work involved in learning the art and practice of some branch of lithography, and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R L 2).

TITLES OF POSITIONS.

Lithographic Press Feeder.

Lithographic Press Helper.

Lithographic Stone and Plate Preparer.

DUTIES.

Under supervision, to feed a lithographic rotary, flat-bed, or offset press, or tend an automatic feeder on offset press; to carry paper to persons, to wash plates and presses; or to grind, grain, and polish, by hand or machine, the surface of zinc or aluminum plates and lithographic stones used in lithographic printing; and to perform related work.

COMPENSATION.

Lithographic Press Feeder:

Range of annual compensation, \$1,200 to \$1,320.

Salary rates, \$1,200, \$1,260, \$1,320.

Lithographic Press Helper:

Range of annual compensation, \$1,080 to \$1,200.

Salary rates, \$1,080, \$1,140, \$1,200.

Lithographic Stone and Plate Preparer:

Range of annual compensation, \$1,320 to \$1,440.

Salary rates, \$1,320, \$1,380, \$1,440.

GRADE 3 (R L 3).

TITLES OF POSITIONS.

Lithographic Multicolor Rotary Pressman.

Lithographic Rotary or Flatbed Pressman.

Lithographic Process Platemaker.

Lithographic Transferrer.

Photo Negative Cutter.

DUTIES.

Under supervision, to operate a rotary or flatbed lithographic press, or a multicolor lithographic rotary press; to prepare lithographic printing plates; to make lithographic transfers; or to retouch and prepare photographic negatives for color printing and related reproductive processes; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Lithographic Multicolor Rotary Pressman:

Hourly compensation, \$0.95.

GRADE 3 (R L 3)—Continued.**COMPENSATION**—Continued.*Lithographic Rotary or Flatbed Pressman:*

Hourly compensation, \$0.85.

Lithographic Process Platemaker, Lithographic Transferrer:

Range of annual compensation, \$1,920 to \$2,280.

Salary rates, \$1,920, \$2,040, \$2,160, \$2,280.

Photo Negative Cutter:

Range of annual compensation, \$1,800 to \$2,040.

Salary rates, \$1,800, \$1,920, \$2,040.

GRADE 4 (R L 4).**TITLES OF POSITIONS.**

Foreman, Lithographic Pressman.

Foreman, Lithographic Transferrer.

DUTIES.

To supervise the work of pressmen and helpers engaged in operating lithographic presses or of Lithographic Transferrers; personally to perform the work of a Lithographic Pressman or Transferrer; and to perform related work.

COMPENSATION.*Foreman, Lithographic Pressman:*

Range of annual compensation, \$2,520 to \$2,640, inclusive.

Salary rates, \$2,520, \$2,640.

Foreman, Lithographic Transferrer:

Range of annual compensation, \$2,400 to \$2,520, inclusive.

Salary rates, \$2,400, \$2,520.

GRADE 5 (R L 5).**TITLES OF POSITIONS.**

Chief Lithographer.

Superintendent of Chart Printing and Sales (Coast and Geodetic Survey).

DUTIES.

Under general direction, to supervise and be responsible for work produced by the various processes of lithography; to supervise and be responsible for the production, sale, and distribution of charts, maps, illustrations, and nautical publications in the Coast and Geodetic Survey; and to perform related work.

COMPENSATION.*Chief Lithographer:*

Range of annual compensation, \$3,240 to \$3,600, inclusive.

Salary rates, \$3,240, \$3,420, \$3,600.

Superintendent of Chart Printing and Sales:

Range of annual compensation, \$3,420 to \$3,600, inclusive.

Salary rates, \$3,420, \$3,600.

LITHOGRAPHIC DRAFTSMAN GROUP.

Symbol (R D).

The term Lithographic Draftsman Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise work involved in the drafting of maps, charts, and color-art work on paper, linen, stone, or metal.

GRADE 1 (R D 1).

TITLES OF POSITIONS.

Junior Lithographic Draftsman.

DUTIES.

Under supervision, to make minor corrections to maps, charts, or diagrams on stone or metal printing plates, to make color plates, and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,440 to \$1,800, inclusive.

Salary rates, \$1,440, \$1,560, \$1,680, \$1,800.

GRADE 2 (R D 2).

TITLES OF POSITIONS.

Lithographic Draftsman.

DUTIES.

Under supervision, to draw maps, charts, and color-art work on paper, tracing linen, metal, or stone, as required; to make color plates; and to perform related work.

COMPENSATION.

Range of annual compensation, \$1,980 to \$2,340, inclusive.

Salary rates, \$1,980, \$2,160, \$2,340.

GRADE 3 (R D 3).

TITLES OF POSITIONS.

Senior Lithographic Draftsman.

DUTIES.

Under supervision, to perform the most intricate work in drafting maps, charts, and color art work on paper, linen, stone, or metal, and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,520 to \$2,880, inclusive.

Salary rates, \$2,520, \$2,700, \$2,880.

GRADE 4 (R D 4).

TITLES OF POSITIONS.

Chief Lithographic Draftsman.

DUTIES.

Under direction, to supervise a lithographic drafting division, and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,060 to \$3,240, inclusive.

Salary rates, \$3,060, \$3,240.

PLATE PRINTER GROUP.

Symbol (R A).

The herein Plate Printer Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise works involved in the plate printing of Government certificates, securities, maps, or charts.

GRADE 1 (R A 1).

TITLES OF POSITIONS.

Apprentice Steel and Copper Plate Printer.

GRADE 1 (R A 1)—Continued.**DUTIES.**

Under immediate supervision, to perform the work involved in learning the trade of a steel and copper plate printer, and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R A 2).**TITLES OF POSITIONS.**

Plate Printer's Assistant.

DUTIES.

Under supervision, to perform simple work of assistance to Plate Printers.

Examples:

Counting, placing, and removing plate papers.

COMPENSATION.

Hourly compensation, \$0.45.

GRADE 3 (R A 3).**TITLES OF POSITIONS.**

Steel and Copper Plate Printer.

DUTIES.

Under supervision, to ink and prepare intaglio engraved plates or dies, and to print or reproduce the designs by means of a plate, and to perform related work.

COMPENSATION.

Steel and Copper Plate Printer (Power Press):

Hourly compensation, \$1.05.

Steel and Copper Plate Printer (Hand Press):

Hourly compensation, \$0.95.

For work done on piecework basis the rates shall be fixed by the Secretary of the Treasury.

GRADE 4 (R A 4).**TITLES OF POSITIONS.**

Foreman, Plate Printing Section.

DUTIES.

Under direction, to supervise the work of a section engaged in the plate printing of Government securities, certificates, maps, or charts, and to perform related work.

COMPENSATION.

Range of annual compensation, \$2,700 to \$2,880, inclusive.

Salary rates, \$2,700, \$2,880.

GRADE 5 (R A 5).**TITLES OF POSITIONS.**

Assistant Superintendent, Plate Printing Division, Bureau of Engraving and Printing.

DUTIES.

To assist the Superintendent of the Plate Printing Division in the Bureau of Engraving and Printing in supervising the work of that division and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,240 to \$3,600, inclusive.

Salary rates, \$3,240, \$3,600.

GRADE 6 (R A 6).

TITLES OF POSITIONS.

Superintendent, Plate Printing Division, Bureau of Engraving and Printing.

DUTIES.

Under general direction, to supervise and be responsible for the printing of Government securities and certificates from steel plates.

COMPENSATION.

Range of annual compensation, \$4,080 to \$4,320, inclusive.
Salary rates, \$4,080, \$4,320.

PRESS WORKER GROUP.

Symbol (R P).

The term Press Worker Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to operate or supervise the operation of printing presses.

GRADE 1 (R P 1).

TITLES OF POSITIONS.

Pressman Apprentice.

DUTIES.

Under immediate supervision, to learn the trade of a pressman and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R P 2).

TITLES OF POSITIONS.

Press Feeder.

Pressman's Assistant.

DUTIES.

To feed or assist in cleaning, oiling, and making minor adjustments to power-driven printing presses.

COMPENSATION.

Press Feeder:

Hourly compensation, \$0.50.

Pressman's Assistant:

Rate of annual compensation, \$1,500 to \$1,620, inclusive. Salary rates, \$1,500, \$1,560, \$1,620.

GRADE 3 (R P 3).

TITLES OF POSITIONS.

Flat-bed Pressman.

Offset Pressman.

Rotary Pressman.

Web Pressman.

Presswork Office Man, Government Printing Office.

DUTIES.

Under supervision, to operate flat-bed, offset, rotary, or web presses; to perform the necessary clerical work of the Presswork Division of the Government Printing Office; and to perform related work.

GRADE 3 (R P 3)—Continued.**COMPENSATION.**

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly compensation:

Flat-bed Pressman, \$0.85.

Rotary Pressman, \$0.85.

Offset Pressman, \$0.95.

Web Pressman, \$0.95.

Presswork Office Man, \$0.85.

If the presswork office man, Government Printing Office, is not a pressman, he shall be placed in the Clerk Group of the Clerical Service.

GRADE 4 (R P 4).**TITLES OF POSITIONS.**

Assistant Foreman, Presswork Section.

DUTIES.

Under supervision, to be in immediate charge of and responsible for a group of pressmen and other employees engaged in operating a number of printing presses.

COMPENSATION.

Hourly compensation, \$1.

GRADE 5 (R P 5).**TITLES OF POSITIONS.**

Foreman, Presswork Section.

DUTIES.

Under direction, to supervise and be responsible for the work of a section operating flat-bed, offset, rotary, and web or other type presses, and to perform related work.

COMPENSATION.

Rate of annual compensation, \$2,820 to \$3,000, inclusive.

Salary rates, \$2,820, \$3,000.

GRADE 6 (R P 6).**TITLES OF POSITIONS.**

Assistant Superintendent, Presswork Division, Government Printing Office.

Assistant Superintendent, Surface Division, Bureau of Engraving and Printing.

DUTIES.

To assist the Superintendent in directing the Presswork Division of the Government Printing Office, or to have charge of presswork in the Bureau of Engraving and Printing.

COMPENSATION.

Rate of annual compensation, \$3,180 to \$3,360, inclusive.

Salary rates, \$3,180, \$3,360.

GRADE 7 (R P 7).**TITLES OF POSITIONS.**

Superintendent, Presswork Division, Government Printing Office.

Superintendent, Surface and Numbering Divisions, Bureau of Engraving and Printing.

GRADE 7 (R P 7)—Continued.

DUTIES.

To be responsible for the forces in the Government Printing Office engaged on presswork, or for the work of surface printing and related operations in the Bureau of Engraving and Printing.

COMPENSATION.

Range of annual compensation, \$3,600 to \$4,080, inclusive.

Salary rates, \$3,600, \$3,840, \$4,080.

STEEL ENGRAVER GROUP.

Symbol (R E).

The term Steel Engraver Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise the work involved in the designing, engraving, and proving of steel plates.

GRADE 1 (R E 1).

TITLES OF POSITIONS.

Apprentice Steel Engraver.

DUTIES.

Under immediate supervision, to learn the art and practice of intaglio steel bank note letter or picture engraving, and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R E 2).

TITLES OF POSITIONS.

Junior Steel Engraver.

Die Sinker-Router.

Distributor, Steel Dies, Rolls and Plates, Bureau of Engraving and Printing.

Engraved Steel Die and Plate Prover.

Geometric Lathe Operator.

DUTIES.

Under immediate supervision, to draw and engrave in*intaglio on steel dies and plates square lettering, script lettering, ornamental designs, vignettes, or portraits of simplified character; to engrave metal dies in deep, sculptured relief, for reproduction by die stamping press-methods; to operate a power-driven revolving cutter; under supervision of the Superintendent, Bank Note Engraving Division, Bureau of Engraving and Printing, to prepare orders for steel dies, rolls and plates, and to receive and distribute them for use in new work; to make proofs of engraved steel dies and transferred steel plates; to produce with a power-driven, specially designed lathe geometric designs and patterns in intaglio on steel dies; and to perform related work.

COMPENSATION.

Junior Steel Engraver:

Range of annual compensation, \$2,280 to \$2,640, inclusive

Salary rates, \$2,280, \$2,400, \$2,520, \$2,640.

Die Sinker-Router, Geometric Lathe Operator:

Hourly compensation, \$1.10.

GRADE 2 (R E 2)—Continued.**COMPENSATION**—Continued.*Distributor Steel Dies Rolls and Plates:*

Range of hourly compensation, \$0.60 to \$0.90, inclusive.

Wage rates, \$0.60, \$0.70, \$0.80, \$0.90.

Engraved Steel Die and Plate Prover:

Range of hourly compensation, \$0.85 to \$0.95 inclusive.

Wage rates, \$0.85, \$0.90, \$0.95.

GRADE 3 (R E 3).**TITLES OF POSITIONS.**

Master Steel Engraver.

Foreman, Engraved Steel Die and Plate Proving Section.

DUTIES.

Under supervision, to draw and engrave in intaglio on steel dies and plates, square lettering, script lettering, ornamental designs, vignettes, or portraits; to be responsible for all plate printing proving work produced by the Proving Section of the Bank Note Engraving Divisions of the Bureau of Engraving and Printing; and to perform related work.

COMPENSATION.

Master Steel Engraver (engaged on square lettering or script lettering):

Range of annual compensation, \$2,820 to \$3,180, inclusive.

Salary rates, \$2,820, \$3,000, \$3,180.

Master Steel Engraver (engaged on ornamental designs or vignettes):

Range of annual compensation, \$3,000 to \$3,360, inclusive.

Salary rates, \$3,000, \$3,180, \$3,360.

Master Steel Engraver (engaged on portraits):

Range of annual compensation, \$3,180 to \$3,540, inclusive.

Salary rates, \$3,180, \$3,360, \$3,540.

GRADE 4 (R E 4).**TITLES OF POSITIONS.**

Senior Steel Engraver.

DUTIES.

Under general supervision, to design, draw, and engrave in intaglio, on steel dies and plates, square lettering or script lettering of the most difficult and advanced character, and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,180 to \$3,540, inclusive.

Salary rates, \$3,180, \$3,360, \$3,540.

GRADE 5 (R E 5).**TITLES OF POSITIONS.**

Designer, Steel Engraved and Plate Printed Paper Securities, Bureau of Engraving and Printing.

Supervisor Bank Note Picture Engraving Section, Bureau of Engraving and Printing.

DUTIES.

Under direction of the Superintendent, Bank Note Engraving Division, Bureau of Engraving and Printing, to prepare original designs of

GRADE 5 (R E 5)—Continued.

DUTIES—Continued.

all Government securities and other official documents to be engraved on metal plates; or to assign and supervise the engraving of, and personally to engrave, portraits, figures, landscapes, and ornamental designs on steel plates and dies.

COMPENSATION.

Range of annual compensation, \$5,100 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 6 (R E 6).

TITLES OF POSITIONS.

Assistant Superintendent, Bank Note Engraving Division, Bureau of Engraving and Printing.

DUTIES.

To assist the Superintendent of the Bank Note Engraving Division, Bureau of Engraving and Printing, in supervising the work of the division.

COMPENSATION.

Range of annual compensation, \$4,560 to \$4,800, inclusive.
Salary rates, \$4,560, \$4,800.

GRADE 7 (R E 7).

TITLES OF POSITIONS.

Superintendent, Bank Note Engraving Division, Bureau of Engraving and Printing.

DUTIES.

Under the general direction of the Assistant Director of the Bureau of Engraving and Printing, to supervise and be responsible for the work of the Bank Note Engraving Division.

COMPENSATION.

Range of annual compensation, \$5,100 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for determination of the maximum.

STEEL PLATE HARDENER AND FINISHER GROUP.

Symbol (R H).

The term Steel-Plate Hardener and Finisher Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise the preparation, finishing, or hardening of steel dies or plates for the production of Government paper securities and certificates.

GRADE 1 (R H 1).**TITLES OF POSITIONS.**

Apprentice Engraved Steel Plate Finisher.

DUTIES.

Under immediate supervision, to perform the work involved in learning the trade of a plate finisher, and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R H 2).**TITLES OF POSITIONS.**

Engraved Steel Plate Finisher.

Engraved Steel Plate Hardener.

Engraved Steel Die Finisher.

DUTIES.

Under supervision, to prepare steel dies and plates for the use of Steel Engravers; to harden, temper, and anneal engraved and transferred steel dies, rolls, and plates; to prepare and correct blank and intaglio engraved steel dies; and to perform related work.

COMPENSATION.

Engraved Steel Plate Finisher:

Range of hourly compensation, \$0.70 to \$0.85, inclusive.

Wage rates, \$0.70, \$0.75, \$0.80, \$0.85.

Engraved Steel Plate Hardener, Engraved Steel Die Finisher:

Hourly compensation, \$0.85.

GRADE 3 (R H 3).**TITLES OF POSITIONS.**

Assistant Foreman, Engraved Steel Plate Finishing Section, Bureau Engraving and Printing.

DUTIES.

Under direction, to assist in the supervision of the work of Steel Plate Finishers in the Engraved Steel Plate Finishing Section of the Bureau of Engraving and Printing.

COMPENSATION.

Hourly compensation, \$1.

GRADE 4 (R H 4).**TITLES OF POSITIONS.**

Foreman, Engraved Steel Plate Finishing Section, Bureau of Engraving and Printing.

Foreman, Engraved Steel Plate Hardening Section, Bureau of Engraving and Printing.

DUTIES.

Under direction to supervise the work of preparing and finishing steel dies and plates, or the hardening, tempering, and annealing of steel rolls, dies, and plates in the Bureau of Engraving and Printing.

COMPENSATION.

Foreman, Engraved Steel Plate Finishing Section:

Range of annual compensation, \$2,700 to \$2,820, inclusive.

Salary rates, \$2,700, \$2,820.

Foreman, Engraved Steel Plate Hardening Section:

Range of annual compensation, \$2,580 to \$2,700, inclusive.

Salary rates, \$2,580, \$2,700.

STEEL-PLATE TRANSFERER GROUP.

(Symbol (R N).

The term Steel Plate Transferrer Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform or supervise work involved in transferring steel dies, rolls, and plates used in the production of Government paper securities and certificates.

GRADE 1 (R N 1).

TITLES OF POSITIONS.

Apprentice Engraved Steel Plate Transferrer.

DUTIES.

Under immediate supervision, to perform the work involved in learning the trade of a Steel Plate Transferrer, and to perform related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R N 2).

TITLES OF POSITIONS.

Engraved Steel Plate Transferrer.

DUTIES.

Under supervision, to transfer engraved subjects or designs from steel rolls to steel plates.

COMPENSATION.

Range of hourly compensation, \$0.75 to \$1.25, inclusive.

Wage rates, \$0.75, \$0.85, \$0.95, \$1.05, \$1.15, \$1.25.

GRADE 3 (R N 3).

TITLES OF POSITIONS.

Assistant Foreman, Engraved Steel Plate Transferring Section, Bureau of Engraving and Printing.

DUTIES.

Under direction to assist in the supervision of the work of transferring steel dies, rolls and plates, and to perform related work.

COMPENSATION.

Range of annual compensation, \$3,000 to \$3,180, inclusive.

Salary rates, \$3,000, \$3,180.

GRADE 4 (R N 4).

TITLES OF POSITIONS.

Foreman, Engraved Steel Plate Transferring Section, Bureau of Engraving and Printing.

DUTIES.

Under direction to supervise the work of transferring steel dies, rolls and plates, in the Steel Plate Transferring Section of the Bureau of Engraving and Printing.

COMPENSATION.

Range of annual compensation, \$3,360 to \$3,600, inclusive.

Salary rates, \$3,360, \$3,600.

GRADE 5 (R N 5).

TITLES OF POSITIONS.

Supervisor, Engraved Steel Plate Transferring, Finishing, and Hardening Sections—Bureau of Engraving and Printing.

GRADE 5 (R N 5)—Continued.**DUTIES.**

Under direction of the Superintendent Bank Note Engraving Division, Bureau of Engraving and Printing, to have immediate supervision of and be responsible for the work of the Engraved Steel Plate Transferring, Hardening, and Finishing Sections.

COMPENSATION.

Range of annual compensation, \$3,480 to \$4,080, inclusive.
Salary rates, \$3,480, \$4,080.

SUPERVISOR GROUP.

(Symbol R S).

The term Supervisor Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to supervise or direct the production forces of the Government Printing Office or the Bureau of Engraving and Printing.

GRADE 1 (R S 1).**TITLES OF POSITIONS.**

Assistant Manager of Work (Night), Government Printing Office.

DUTIES.

Under general direction of the Manager of Work, to supervise all production forces of the Government Printing Office employed at night and be responsible for work produced.

COMPENSATION.

Range of annual compensation, \$4,320 to \$4,800, inclusive.
Salary rates, \$4,320, \$4,560, \$4,800.

GRADE 2 (R S 2).**TITLES OF POSITIONS.**

Assistant Director, Bureau of Engraving and Printing.

Deputy Public Printer.

Manager of Work, Bureau of Engraving and Printing.

Manager of Work, Government Printing Office.

DUTIES.

Under the general direction of the Director of the Bureau of Engraving and Printing, to act as chief executive officer in the assignment of work in connection with the production, custody, and delivery of all United States paper securities and certificates; under general direction of the Public Printer, to have supervision of the production forces of the Government Printing Office, and to act for the Public Printer in his absence; under general direction of the Director and Assistant Director, to supervise the production forces of the Bureau of Engraving and Printing; or under general direction of the Deputy Public Printer, to supervise all production forces of the Government Printing Office and to be responsible for work produced in the Printing, Presswork, and Binding Divisions, and to perform related work.

COMPENSATION.

Range of annual compensation, \$5,100 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

GRADE 3 (R S 3).

TITLES OF POSITIONS.

Director, Bureau of Engraving and Printing.
Public Printer.

DUTIES.

Under general direction of the Assistant Secretary of the Treasury in charge of miscellaneous bureaus, to be responsible for, and to direct the production, safe-keeping, and delivery to the United States Treasury and other Government agencies of paper money, bonds, notes, commissions, stamps, and other Government certificates and securities; or to have charge of and be responsible for all the work of the Government Printing Office.

COMPENSATION.

Range of annual compensation, \$6,000 and up.

SPECIAL REGULATION GOVERNING COMPENSATION.

Persons entering this grade need not necessarily begin at the lowest rate. Exceptional supervisory or technical qualifications and duties shall be the basis for filling positions at a rate above the minimum and for the determination of the maximum.

TYPOGRAPHER GROUP.

(Symbol R T.)

GRADE 1 (R T 1).

TITLES OF POSITIONS.

Apprentice Printer.

DUTIES.

Under supervision, to perform the work involved in learning the printer's trade and related work.

COMPENSATION.

Hourly compensation, \$0.30.

GRADE 2 (R T 2).

TITLES OF POSITIONS.

Linotype Machinist's Helper.
Monotype Casterman.
Monotype Machinist's Helper.

DUTIES.

Under supervision, to assist in repairing, adjusting, and keeping in order linotype machines; to operate monotype caster machines; or to assist monotype machinists in adjustment and repair work.

COMPENSATION.

Linotype Machinist's Helper:

Range of hourly compensation, \$0.50 to \$0.70, inclusive.

Wage rates, \$0.50, \$0.60, \$0.70.

Monotype Casterman:

Range of hourly compensation, \$0.50 to \$0.60, inclusive.

Wage rates, \$0.50, \$0.55, \$0.60.

Monotype Machinist's Helper:

Range of hourly compensation, \$0.60 to \$0.70, inclusive.

Wage rates, \$0.60, \$0.70.

GRADE 3 (R T 3).**TITLES OF POSITIONS.**

Compositor.
 Copy Holder.
 Linotype Machinist.
 Linotype Operator.
 Maker-up.
 Monotype Keyboard Operator.
 Monotype Machinist.
 Platemán.
 Printer, Office Man—Government Printing Office.
 Proof Reader.

DUTIES.

Under supervision to set and distribute type by hand, read copy, correct errors, and prepare forms for the press; to read copy to proof-readers; to make repairs and adjustments on linotype machines; to operate a linotype machine; to make up pages in proper lengths; to operate a monotype keyboard; to make adjustments and repairs on monotype casting machines and monotype keyboards; to be in charge of and report on plates and patterns on hand when requisitions for printing are received; to handle office work relative to the operations of various sections in the Government Printing Office; to compare and correct proof; and to perform related work.

COMPENSATION.

The compensation for work performed in this grade shall be the prevailing rate of wages for these occupations in the District of Columbia. The following rates appear to be the prevailing rates at the present time:

Hourly Compensation :

Compositor, \$0.85.
Copy Holder, \$0.85.
Linotype Machinist, \$0.90.
Linotype Operator, \$0.90.
Maker-up, \$0.90.
Monotype Keyboard Operator, \$0.90.
Monotype Machinist, \$0.90.
Platemán, \$0.85.
Printer, Office Man, \$0.95.
Proof Reader, \$0.90.

GRADE 4 (R T 4).**TITLES OF POSITIONS.**

Copy Editor.
 Estimator and Jacket Writer, Government Printing Office.
 Head Platemán.
 Linotype Machinist-Operator.
 Maker-up in Charge.
 Office Man (Congressional Printing), Government Printing Office.
 Press Reviser.
 Proof Referee.

DUTIES.

Under supervision, to prepare copy for printing, correcting errors, and indicating type and style to be followed; to estimate and report on costs of printing and to make out the work jacket; to supervise

GRADE 4 (R T 4)—Continued.

DUTIES—Continued.

the receiving, storing, and issuing of all electrotpe and stereotype plates; to operate and make minor repairs to linotype machines; to supervise a number of employees engaged in make-up work; to be responsible for information relative to the progress of Government printing work; to pass on general appearance of work before it goes to press; to advise proof readers, and pass upon their work; and to perform related work.

COMPENSATION.

Copy Editor.

Press Reviser.

Office Man (Congressional Printing), Government Printing Office.

Estimator and Jacket Writer:

Hourly compensation, \$1.

Linotype Machinist Operator, Maker-up in Charge, Proof Referee:

Hourly compensation, \$0.95.

Head Platemán:

Hourly compensation, \$0.90.

GRADE 5 (R T 5).

TITLES OF POSITIONS.

Assistant Foreman, Linotype Section, Government Printing Office.

Assistant Foreman, Monotype Section, Government Printing Office.

Assistant Foreman, Printing Section, Government Printing Office.

Assistant Foreman, Proof Section, Government Printing Office.

Head Copy Editor.

Head Reviser.

Head Monotype Machníst.

Head Linotype Machinist.

DUTIES.

To assist in the supervision of the Linotype, Monotype, Printing or Proof Sections of the Government Printing Office; to advise other employees in the Proof Room as to details of their work, examine the dummy, and decide questions of style; to receive, record, and schedule work to be revised; to supervise the work of Linotype or Monotype Machinists and Helpers, and to perform related work.

COMPENSATION.

Head Reviser:

Hourly Compensation, \$1.

Head Copy Editor:

Hourly Compensation, \$1.05.

Assistant Foremen, Head Monotype Machinist, Head Linotype Machinist:

Hourly Compensation, \$1.10.

GRADE 6 (R T 6).

TITLES OF POSITIONS.

Foreman, Linotype Section, Government Printing Office.

Foreman, Monotype Section, Government Printing Office.

Foreman, Money Order Section, Government Printing Office.

Foreman, Printing Section, Government Printing Office.

Foreman, Proof Section, Government Printing Office.

Chief, Estimating and Jacket Writing Section, Government Printing Office.

GRADE 6 (R T 6)—Continued.**DUTIES.**

To supervise and be responsible for the work of the Linotype, Monotype, Money Order, Job, Hand, and Library Sections, or Proof Sections of the Government Printing Office, or under general supervision, to direct the work of estimating and jacket writing.

COMPENSATION.

Range of annual compensation, \$2,820 to \$3,000, inclusive.

Salary rates, \$2,820, \$3,000.

GRADE 7 (R T 7).**TITLES OF POSITIONS.**

Assistant Superintendent, Printing Division, Government Printing Office.

DUTIES.

To have direct supervision of work performed in the various sections of the Printing Division, Government Printing Office.

COMPENSATION.

Range of annual compensation, \$3,420 to \$3,600, inclusive.

Salary rates, \$3,420, \$3,600.

GRADE 8 (R T 8).**TITLES OF POSITIONS.**

Superintendent of Printing Division and Assistant Manager of Work (Day), Government Printing Office.

DUTIES.

Under general direction to be responsible for all work produced in the Printing Division of the Government Printing Office, to act as Assistant Manager of Work, and to perform related work.

COMPENSATION.

Range of annual compensation, \$4,080 to \$4,560.

Salary rates \$4,080, \$4,320, \$4,560.

MISCELLANEOUS PRINTING WORKER GROUP.

Symbol (R Z).

The term Miscellaneous Printing Worker Group is applied to those offices or employments of the Printing Trades Service in which incumbents are required to perform routine or specialized work in the printing trades not included in the other groups of the Printing Trades Service or general work requiring knowledge of several trades.

GRADE 1 (R Z 1).**TITLES OF POSITIONS.**

Helper, Government Printing Office.

Hydraulic and Plater Press Operator.

Hydraulic and Plater Press Packer.

Machine Operator (Light).

Money and Tissue Separator.

Paper Security Examiner.

Paper Cutting Machine Operator.

Postal Card Bander.

Stamp Gumming Pressman

GRADE 1 (R Z 1)—Continued.

DUTIES.

Under immediate supervision to pack presses, separate tissues, count and examine securities, or to operate light-running, paper cutting or pressing, stamp gumming, and similar machinery, or to perform miscellaneous routine work as helper or assistant to persons in higher grades in the various groups in the Printing Trades Service.

COMPENSATION.

Helper, Government Printing Office, Hydraulic and Plater Press Operator:

Range of hourly compensation, \$0.55 to \$0.65, inclusive.

Wage rates, \$0.55, \$0.60, \$0.65.

Machine Operator (Light):

Range of hourly compensation, \$0.45 to \$0.55, inclusive.

Wage rate, \$0.45, \$0.50, \$0.55.

Hydraulic and Plater Press Packer, Money and Tissue Separator:

Hourly compensation \$0.45.

Paper Cutting Machine Operator:

Hourly compensation, \$0.70.

Paper Security Examiner:

Range of hourly compensation, \$0.50 to \$0.55, inclusive.

Wage rates, \$0.50, \$0.55.

Postal Card Bander:

Hourly compensation, \$0.55.

Stamp Gumming Pressman:

Hourly compensation, \$0.65.

GRADE 2 (R Z 2).

TITLES OF POSITIONS.

Assistant Forewoman, Bureau of Engraving and Printing.

Assistant Foreman, Miscellaneous Section, Bureau of Engraving and Printing.

Rubber Stamp Maker.

Motion Picture Title Card Printer.

DUTIES.

To assist in the supervision of a group of miscellaneous printing trades workers and other employees or to perform independently skilled work of journeyman standard not included in other groups.

Examples:

Acting as Assistant Foreman of the Numbering, Examining, Stamp Perforating, Stamp Gumming, Book and Coil or Stamp Packing Divisions of the Bureau of Engraving and Printing; assisting in the supervision of paper security counting, examining, numbering, or stamp packing; making rubber stamps and addressograph plates or printing motion-picture title cards.

COMPENSATION.

Assistant Forewoman:

Hourly compensation, \$0.60.

Assistant Foreman:

Hourly compensation, \$0.70.

Rubber Stamp Maker:

Range of annual compensation, \$1,560 to \$1,680, inclusive.

Salary rates, \$1,560, \$1,620, \$1,680.

GRADE 2 (R Z 2)—Continued.**COMPENSATION—Continued.***Motion-Picture Title Card Printer:*

Range of annual compensation, \$1,800 to \$1,920, inclusive.

Salary rates, \$1,800, \$1,920.

GRADE 3 (R Z 3).**TITLES OF POSITIONS.**

Foreman, Miscellaneous Section, Bureau of Engraving and Printing.

Foreman, Paper Wetting Section, Bureau Engraving and Printing.

Foreman, Metal Mixing Section, Government Printing Office.

Foreman, Rubber Stamp Making, Department of Agriculture.

Forewoman, Bureau of Engraving and Printing.

Paper Security Referee.

DUTIES.

To act as foreman or forewoman of a group of miscellaneous printing trades workers and other employees, or to perform the most responsible independent work not included in other groups.

Examples:

Acting as foreman of the Numbering, Examining, Stamp Perforating, Stamp Gumming, Book and Coil or Stamp Packing Divisions of the Bureau of Engraving and Printing or of the Metal Mixing Section of the Government Printing Office; supervising paper security counting, examining, numbering, and stamp packing and gumming.

COMPENSATION.*Foreman, Miscellaneous Section:*

Hourly compensation, \$0.80.

Foreman, Paper Wetting Section:

Hourly compensation, \$0.65.

Foreman, Metal Mixing Section:

Hourly compensation, \$0.90.

Foreman, Rubber Stamp Making:

Range of annual compensation, \$1,800 to \$1,920, inclusive.

Salary rates, \$1,800, \$1,920.

Forewoman, Bureau of Engraving and Printing:

Range of hourly compensation, \$0.65 to \$0.70, inclusive.

Wage rates, \$0.65 and \$0.70.

Paper Security Referee:

Hourly compensation, \$0.85.

GRADE 4 (R Z 4).**TITLES OF POSITIONS.**

Assistant Superintendent, Miscellaneous Division, Bureau of Engraving and Printing.

Assistant Superintendent, Paper Wetting Division, Bureau of Engraving and Printing.

DUTIES.

To act as assistant superintendent of a major miscellaneous division of the Bureau of Engraving and Printing.

Examples:

Acting as Assistant Superintendent of the Numbering, Examining, Stamp Perforating, Gumming or Packing, or of the Book and Coil or Paper Wetting Divisions of the Bureau of Engraving and Printing.

GRADE 4 (R Z 4)—Continued.

COMPENSATION.

Assistant Superintendent, Miscellaneous Division:

Range of annual compensation, \$1,920 to \$2,160, inclusive.

Salary rates, \$1,920, \$2,040, \$2,160.

Assistant Superintendent, Paper Wetting Division, Bureau of Engraving and Printing:

Hourly compensation, \$0.85.

GRADE 5 (R Z 5).

TITLES OF POSITIONS.

Superintendent, Miscellaneous Division, Bureau of Engraving and Printing.

Superintendent, Paper Wetting Division, Bureau of Engraving and Printing.

DUTIES.

To act as superintendent of a major miscellaneous division of the Bureau of Engraving and Printing.

Examples:

Acting as Superintendent of the Numbering, Examining, Stamp Perforating, Gumming or Packing, or of the Book and Coil or Paper Wetting Divisions of the Bureau of Engraving and Printing.

COMPENSATION.

Superintendent, Miscellaneous Division:

Range of annual compensation, \$2,400 to \$2,640, inclusive.

Salary rates, \$2,400, \$2,520, \$2,640.

Superintendent, Paper Wetting Division:

Range of annual compensation, \$2,520, \$2,640, inclusive.

Salary rates, \$2,520, \$2,640.

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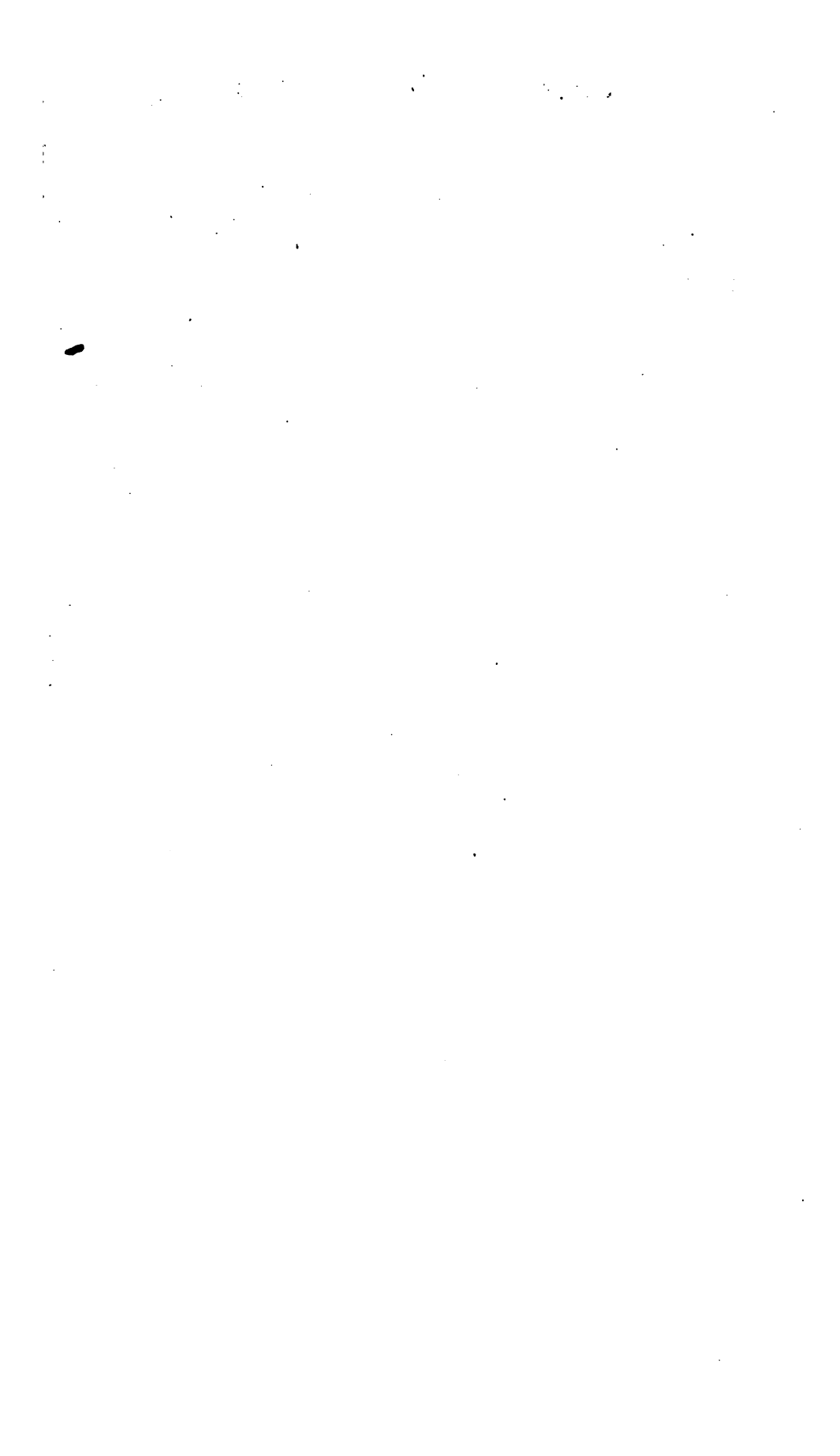
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